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The Statewide Film Library Network developed this procedural appendix for use by staff members of participating libraries so that they could organize their procedures along lines compatible with the system. The general objectives of the manual are to indicate steps in sending and receiving messages within the Network, to suggest methods for the preparation and interpretation of annual reports, to facilitate the exchange of materials and information between libraries, to offer consistent recording and operating procedures towards the adoption of a large-scale Network service, and to suggest workflow procedures for local libraries. The manual outlines requirements for entering the Network, lists available services, gives teletypewriter and library operating instructions, and tells how to interpret computer messages. (TI)

ED 208 [illegible]

STATEWIDE FILM LIBRARY NETWORK:

USER'S MANUAL

Charles M. Bidwell
Muriel L. Day

CENTER FOR INSTRUCTIONAL COMMUNICATIONS · SYRACUSE UNIVERSITY

ED026870

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OFFICE OF EDUCATION

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A Prototype System for a Computer Based Statewide Film Library Network: A Model for Operation

Document Number SD-007-0

September, 1968

U. S. Office of Education
Research Project at the
Syracuse University
Center for Instructional
Communications
121 College Place
Syracuse, New York 13210
315/476-5541 ext. 3807

PREFACE

The Statewide Film Library Network, which is being developed in New York State, required a procedural manual for use by staff members of participating libraries. The local libraries could then organize their procedures along lines that would be compatible with the new system.

The general objectives of this manual were to:

A. Indicate correct steps in both sending and receiving messages within the Network,

B. Suggest uniform procedures to make annual reports both easier to prepare and to interpret,

C. Facilitate the exchange of materials and information between libraries,

D. Prepare for the adoption of a large-scale, cooperative Network service by offering consistent methods for recording and operating procedures, and

E. Suggest workflow procedures for local libraries.

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1. INTRODUCTION

Do you realize how important you are?

As an employee of a library, having Network membership, you are an essential and vital member of a team.

Think of the Network operations as a huge message delivery system requiring efficient employees, a large garage and many trucks. The computer would be like the garage that houses the trucks, the programs would be like the trucks that deliver your messages, and you would be like the dispatcher who assigns the trucks both packages (messages) and routes (customers or schools).

Therefore, the computer houses the programs that operate on your instructions.

Since, both the computer and the programs are the actual operating parts of the system, they can only be directed by you (the dispatcher). You instruct them how to serve you by using a teletypewriter* to communicate your needs. First, select a program (a specific truck, e.g., 'CAPTURE NORMAL BOOKINGS'); second, assign it messages (packages) to deliver or process; and third, specify customers of schools where the messages (packages) are to be delivered.

The actual customers are the teachers in a school. They give you one type of message (a request form) and expect another type of message back (a confirmation form), which is later followed by the actual delivery of material.

1.1 Prior to Network Entry -

You will be asked to provide complete information on both the materials available to your customers and also their delivery schedules and addresses.

With this information stored in the computer's disk files - you can query it at will to serve your library and its many customers.

1.2 After Network Entry -

The Telephone Company will install your teletypewriter.

They will also furnish you with basic training in its operation and provide you with a Teletypewriter Directory, an operating instructions brochure, and information regarding "Repair Service", "Information", and "TWX Assistance". Although the Telephone Company both services and maintains their teletypewriters, it is the local library's responsibility to replace the paper rolls and standard teletypewriter ribbons.

---

* Teletypewriters are units consisting of keyboards, printers, paper tape punches, paper tape readers, and associated circuitry.

2. GRAPHIC OVERVIEW OF THE LOCAL LIBRARY AND NETWORK OPERATION.

Four libraries participated in the Statewide Film Library Network project at Syracuse University. Three, were Boards of Cooperative Educational Services (BOCES):

1. ERIE COUNTY BOCES #1 - Buffalo, N. Y.
2. SUFFOLK COUNTY BOCES #3 - Huntington, N. Y.
3. WESTCHESTER COUNTY BOCES #1 - Yorktown Heights, N. Y.

and the central back-up library (SUFRL) located at Syracuse, N. Y.:

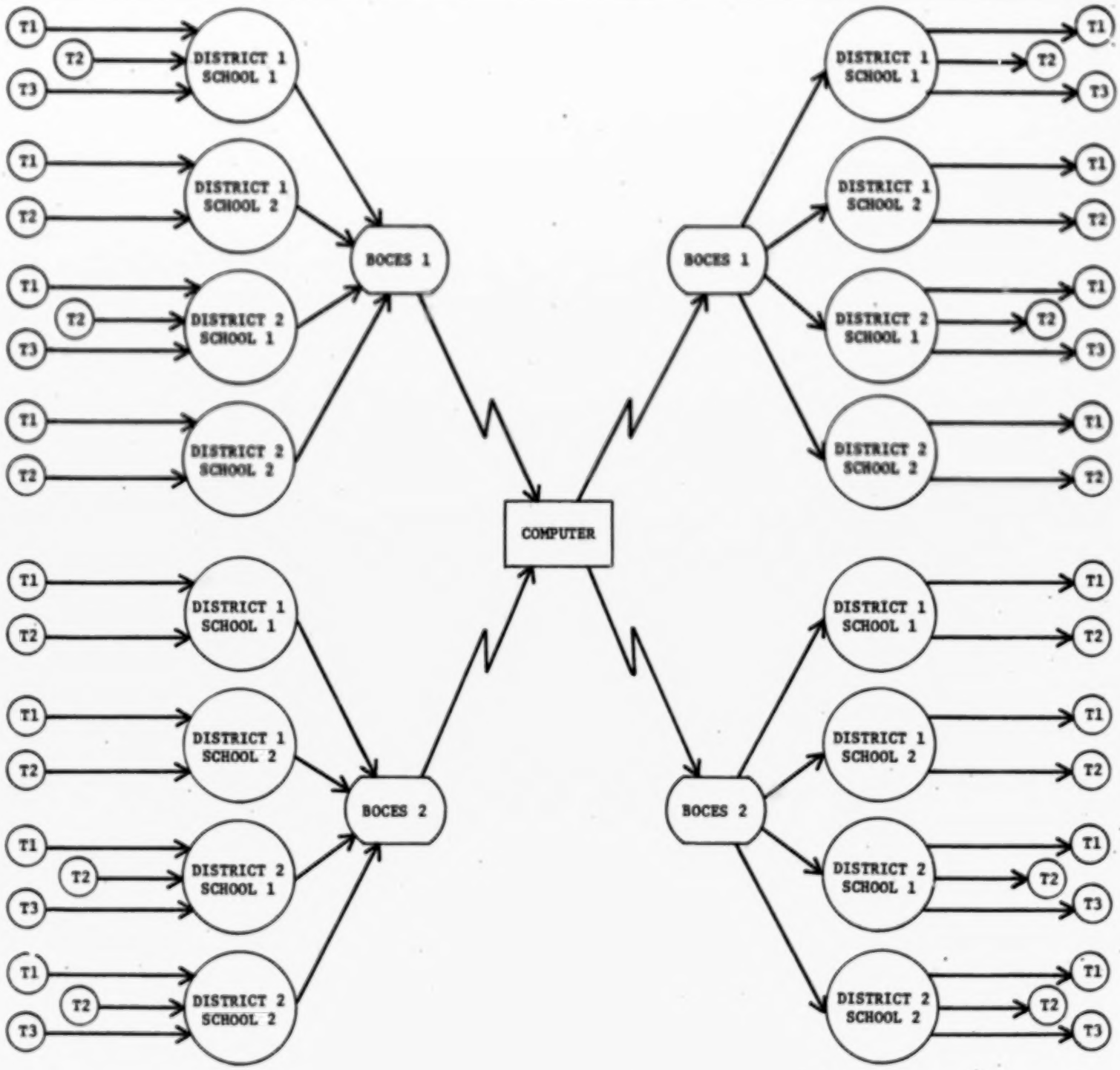
SYRACUSE UNIVERSITY FILM RENTAL LIBRARY.

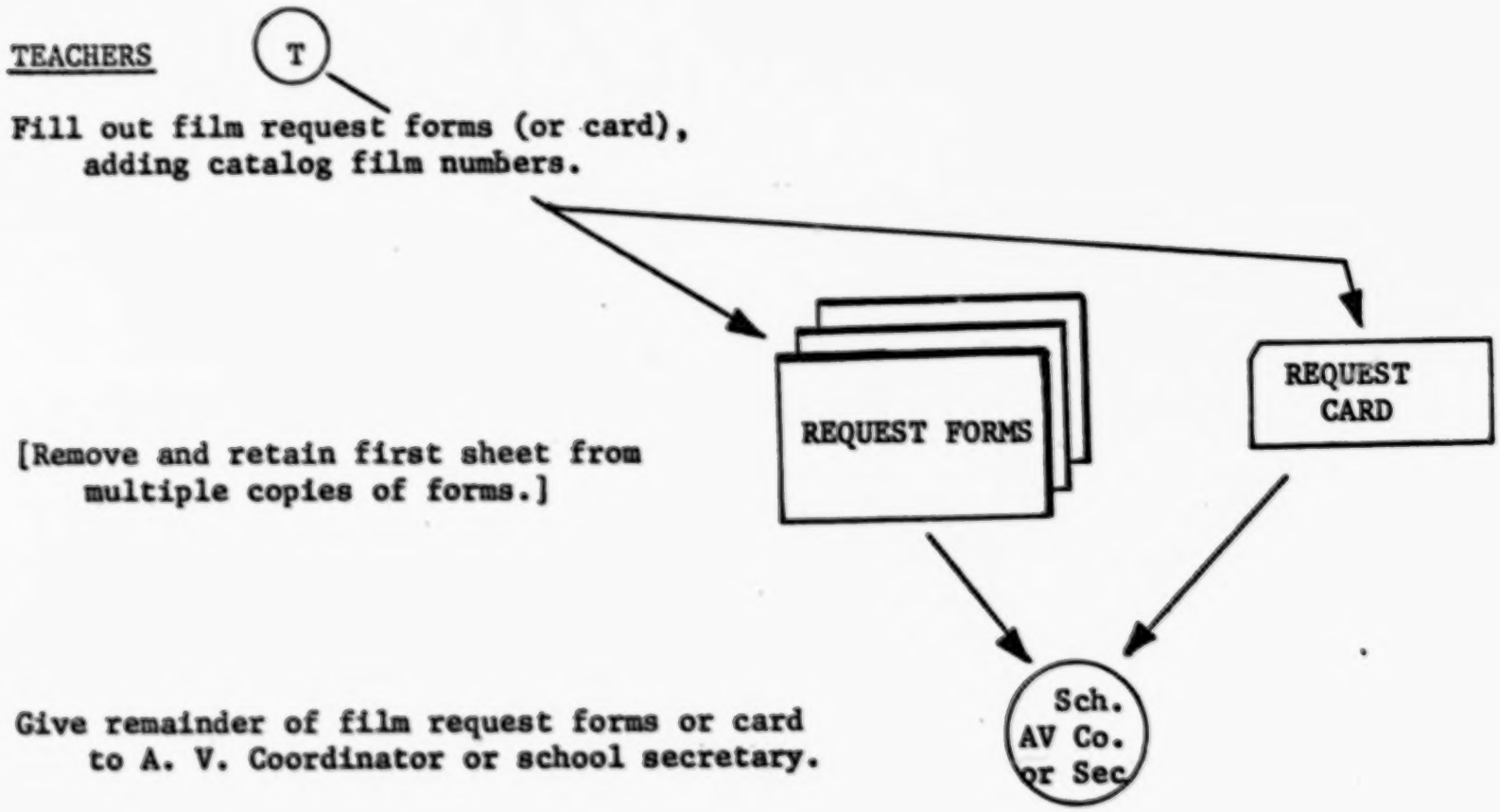
Where the word (BOCES) occurs, local library or instructional materials center is meant.

FIGURE 1

USER-COMPUTER INTERFACE

TEACHERS PREP[illegible] BOOK[illegible] REQUES[illegible] & SENDS THEM TO SCHOOL A.V. COORDINATOR OR SECRETARY	SCHOOLS SEND REQUESTS TO BOCES VIA: 1)MAIL OR 2)BOCES DELIVERY SERVICE OR 3)PHONE	BOCES TRANSMIT VIA TELETYPE & PHONE LINES (TWX) TO COMPUTER 1)BOOKING REQUESTS 2)SHIPPING LIST REQUESTS	COMPUTER ATTEMPTS BOOKINGS IN BOCES OWN FILM COLLECTION. IF BOOKING NOT MADE A MANUAL BOOKING IS ATTEMPTED AT BACK-UP	COMPUTER TRANSMITS BACK TO BOCES 1)CONFIRMATIONS & REFUSALS 2)SHIPPING LISTS	BOCES SEND CONFIRMATIONS & REFUSALS TO SCHOOLS VIA: 1)BOCES DELIVERY SERVICE 2)OR PHONE BOCES USE SHIPPING LISTS FOR DELIVERY & PICK-UP OF FILMS	SCHOOLS CONFIRMATION & REFUSALS ARE RETURNED TO TEACHER BY BUILDING A.V.COORDINATOR OR SECRETARY




TEACHERS
T
Fill out film request forms (or card), adding catalog film numbers.
[Remove and retain first sheet from multiple copies of forms.]
REQUEST FORMS
REQUEST CARD
Give remainder of film request forms or card to A. V. Coordinator or school secretary.
Sch. AV Co. or Sec

I REQUEST THE FOLLOWING ITEM -

MEDIA NAME

TITLE

CATALOG NO.

DATE DESIRED

MONTH DAY

TREATMENT DESIRED, Schedule -

1. Exact day
2. Alternate exact day
3. One week either way
4. Anytime within the period now being scheduled*.

SCHOOL NAME

SCHOOL CODE

TEACHER'S LAST NAME

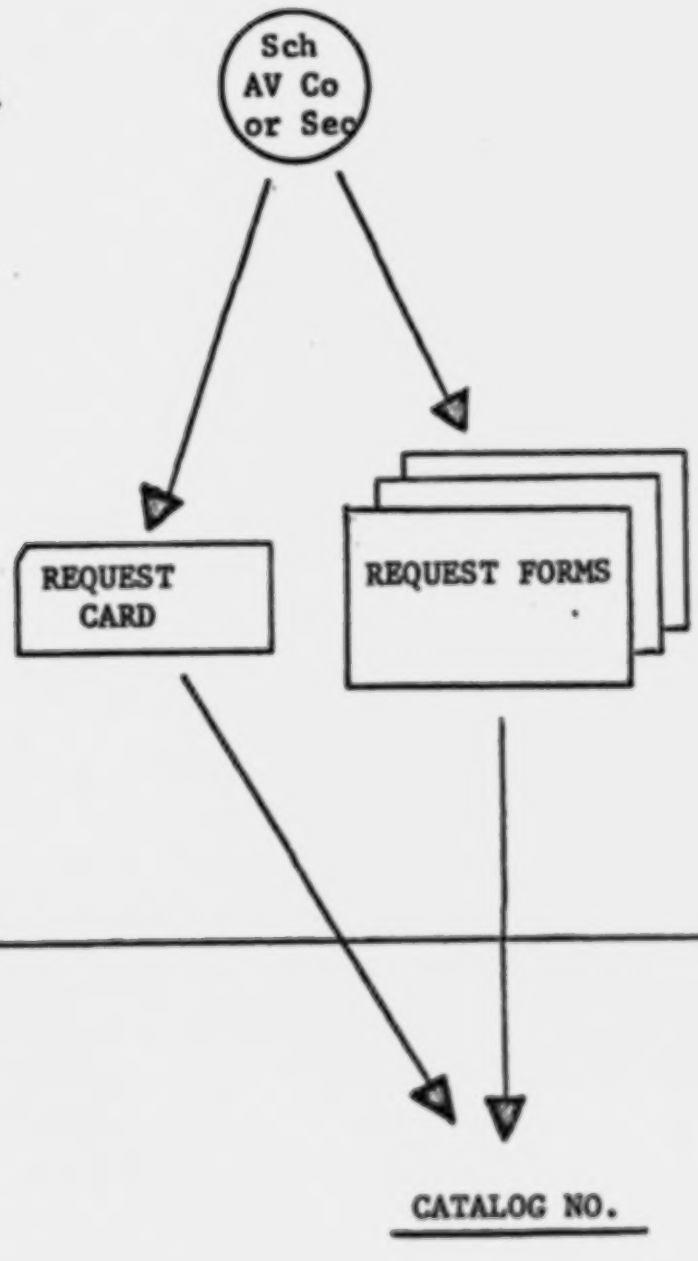
INITIALS

NUMBER

Figure 2. SUGGESTED REQUEST FORMAT

* Some libraries only schedule two months in advance, others schedule on a yearly basis (or several other variations).

A. V. DIR./COORDINATOR OR SCHOOL SECRETARY



Collects all film request forms or cards from teachers.

Checks for catalog number entry on request.

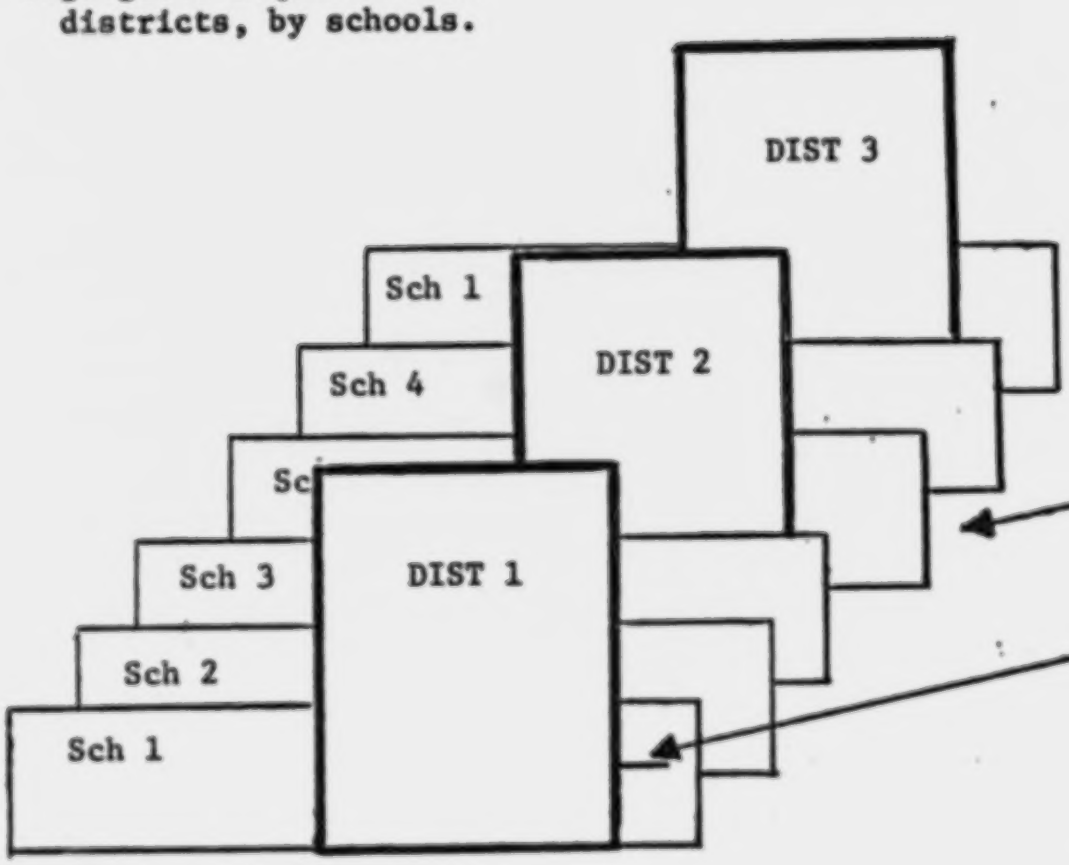
Forwards all film requests to local library.

BOCES 1
(LOCAL
LIBRARY)

LOCAL LIBRARY

Opens regular mail.
Opens school mail.

Segregates requests into districts, by schools.



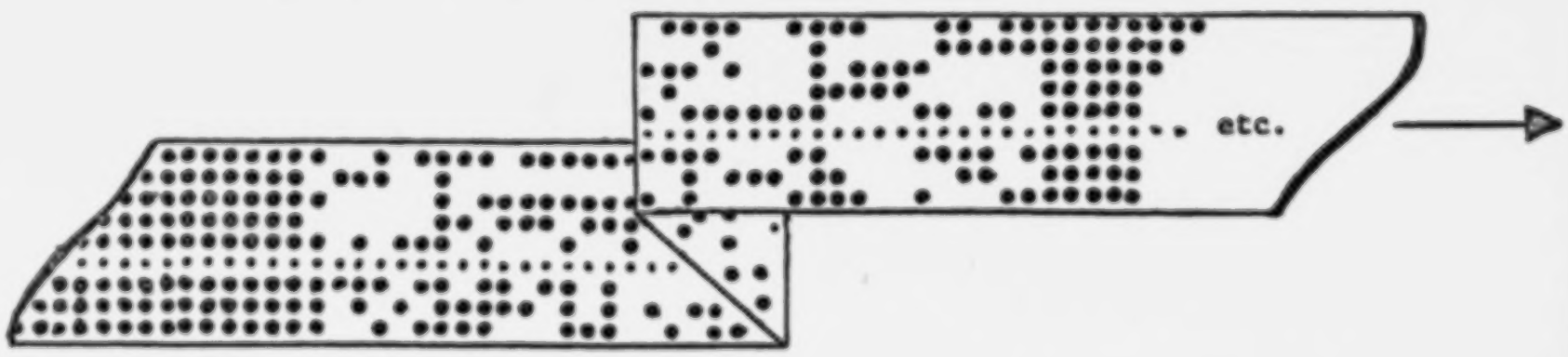
BOCES 1

Places requests in sequential order - by school, within district.

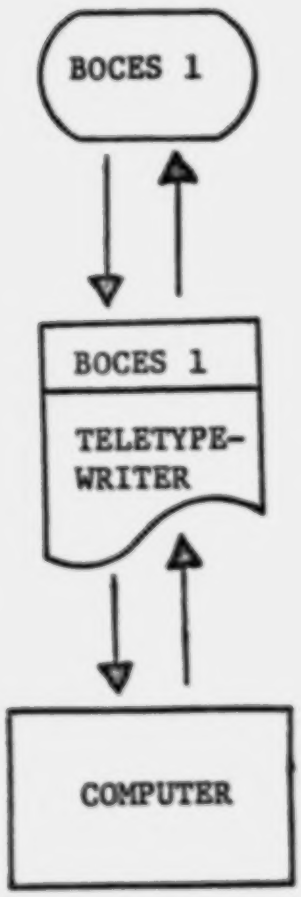
Checks catalog film numbers (adds, if numbers are missing).

Selects proper services, generally booking requests.

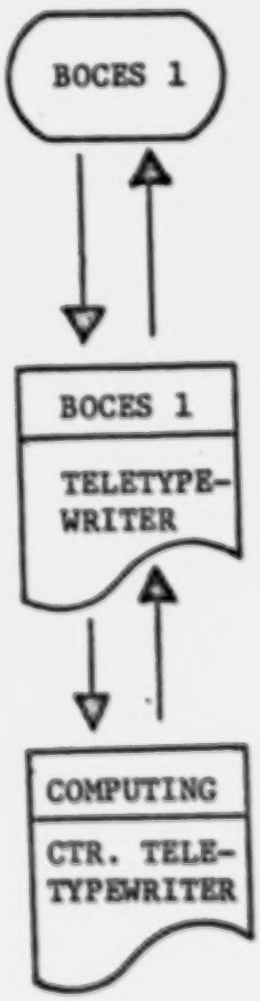
Makes tapes.



EMERGENCY OR RUSH

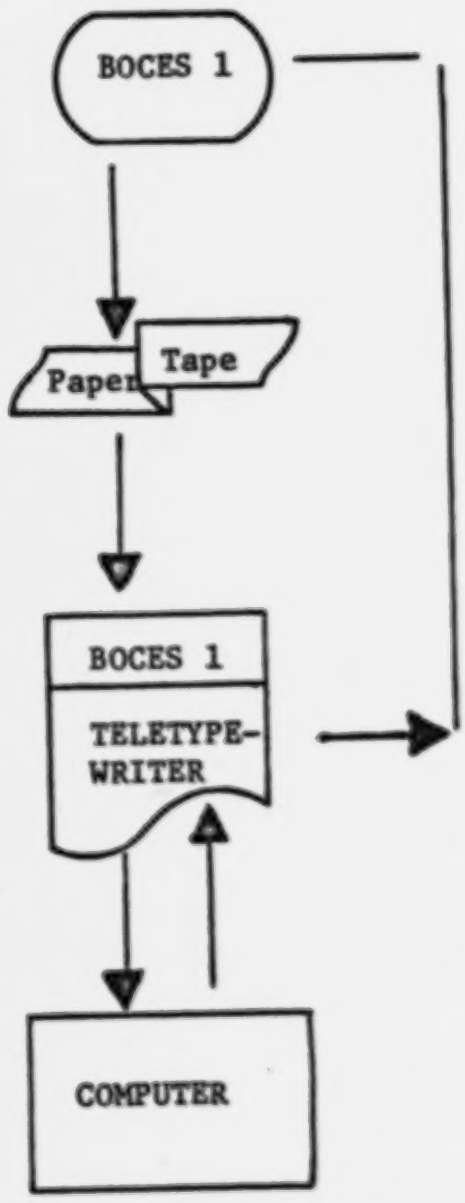


OR
CONVERSATIONAL MODE



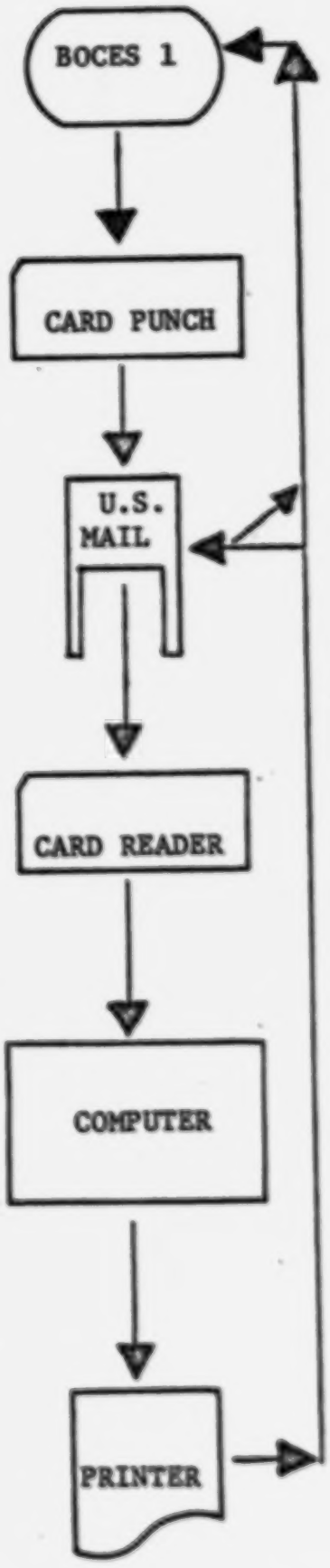
DAILY SERVICE

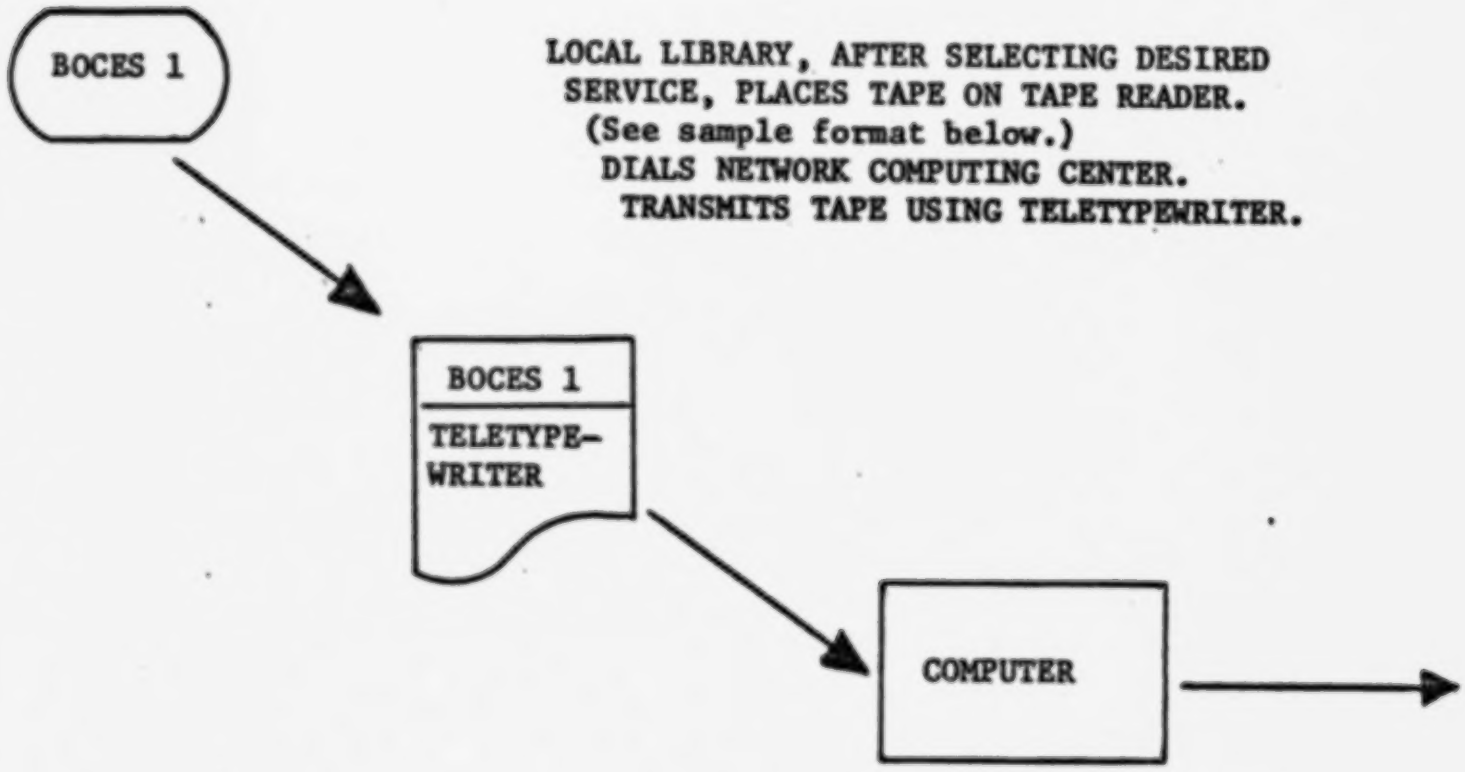
Normal Mode



SPECIAL SERVICE

For large volumes of requests during the summer months.




BOCES 1
LOCAL LIBRARY, AFTER SELECTING DESIRED SERVICE, PLACES TAPE ON TAPE READER.
(See sample format below.)
DIALS NETWORK COMPUTING CENTER.
TRANSMITS TAPE USING TELETYPEWRITER.
BOCES 1
TELETYPE-WRITER
COMPUTER
NOTE BELOW:
Control characters (XF)(RØ)(RT)(LF) are transmitted in tape, but not printed.

SAMPLE: TELETYPEWRITER INPUT FORMAT (perforated tape)

```
***EINFL-001

*1/4-01-68/

@17-71

/12-2-3/SMITH:
66961/429:23359/408:22024/527:53120/429:12871/426:27511/426:38469/426/

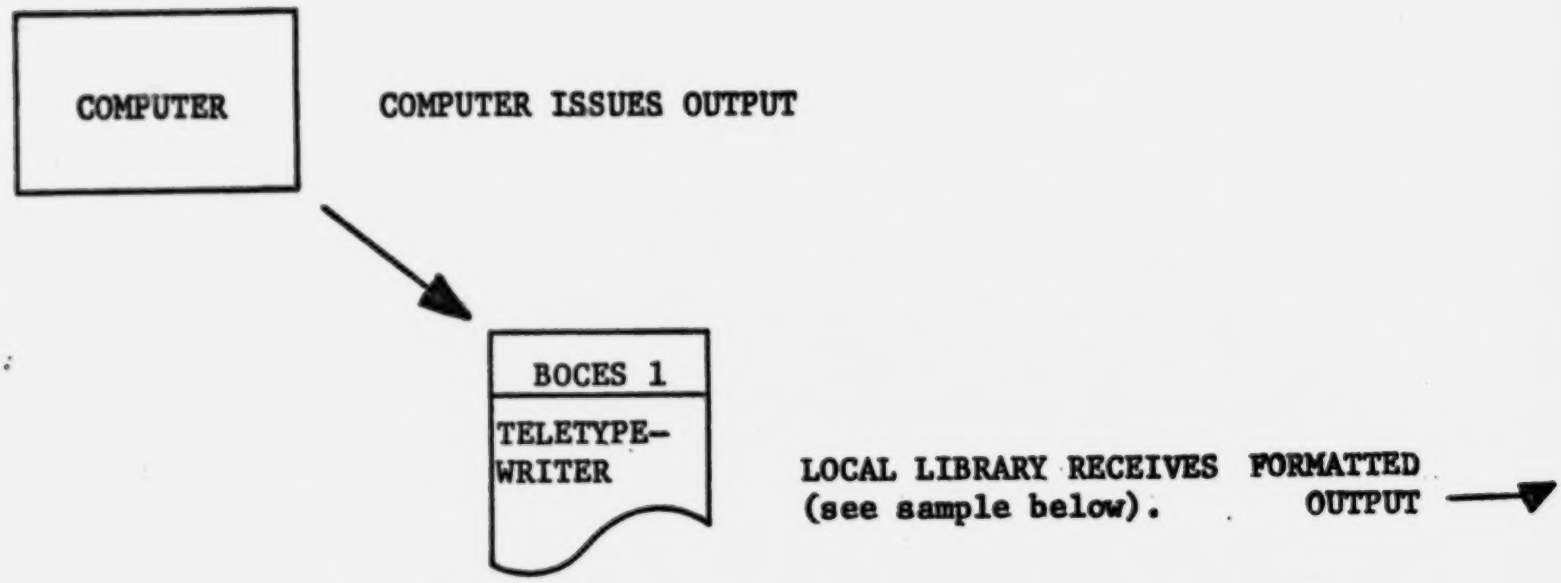
/"/JONES:
22351/426:14885/426:38653/426:41666/506/

/5-4-9/MARKS:
18308/426/

/"/SLOCU:
12746/424:52724/422:29062/513/

etc.

END/
```



SAMPLE: TELETYPEWRITER OUTPUT FORMAT

```
SU COMP CTR

***EINFL-001

*1/4-01-68/
@17-71

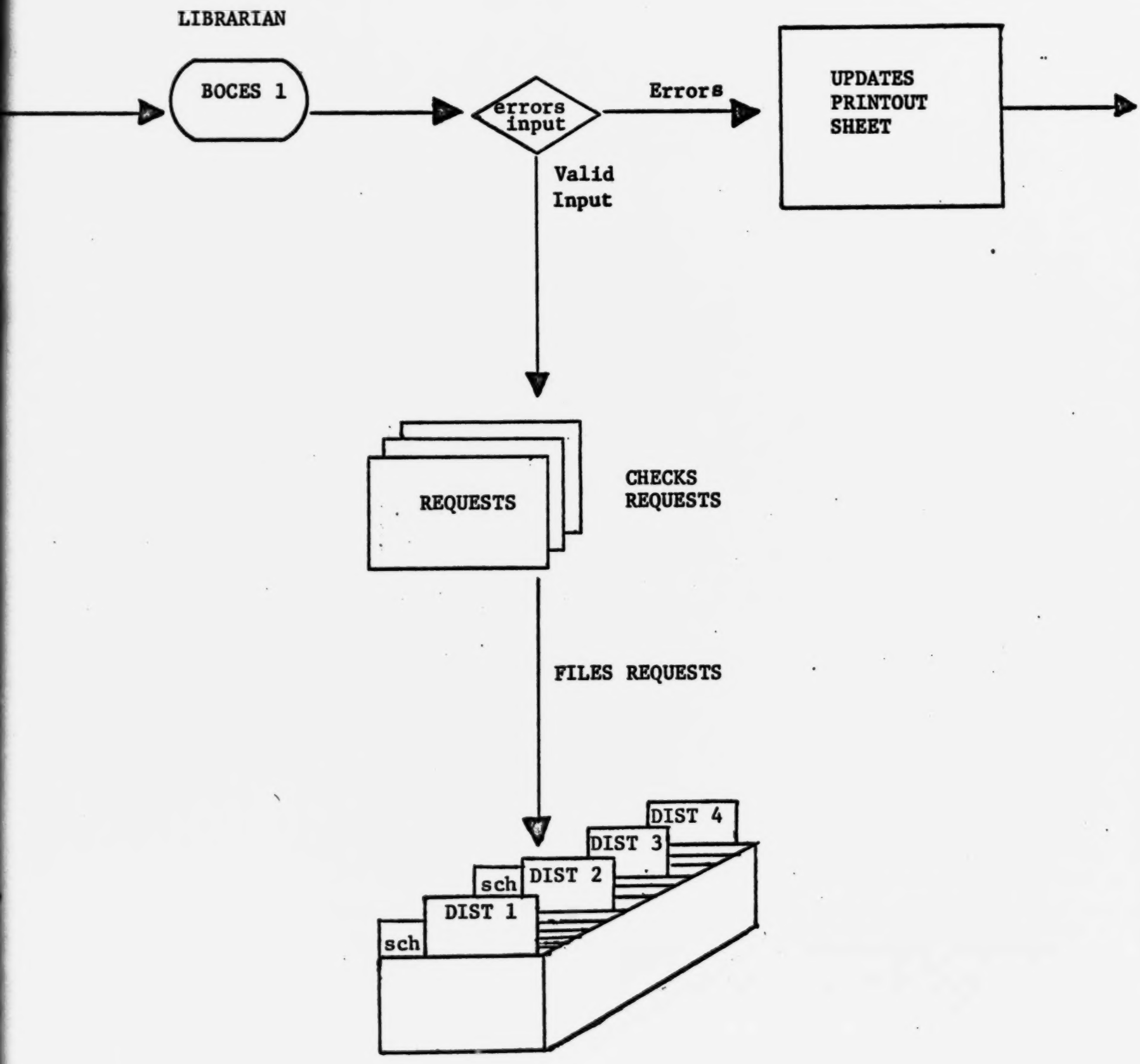
/12-2-3/SMITH:   LEVI JR HIGH
66961/429:.   (1)
23359/408:.   (1)
22024/527: NTAV
53120/429:.   (1)
12871/426:.   (1)
27511/426: 502
38469/426/.   (1)

/"/JONES:
22351/426:.   (2)
14885/426:.   (1)
38653/426:.   (1)
41666/506/.   (1)

/5-4-9/MARKS:    CLARENCE CTR
18308/426/.   (1)

/"/SLOCU:
12746/424: 506
52724/422:.   (2)
29062/513/.   (1)

etc.
END/
```


LIBRARIAN
BOCES 1
errors input
Errors
UPDATES PRINTOUT SHEET
Valid Input
REQUESTS
CHECKS REQUESTS
FILES REQUESTS
DIST 4
DIST 3
DIST 2
sch
DIST 1
sch

BOCES 1

LIBRARIAN

CUTS COMPUTER PRINTOUT INTO INDIVIDUAL PIECES FOR SCHOOL INFORMATION.

/12-2-3/SMITH: LEVI JR HIGH
66961/429:. (1)
23359/408:. (1)
22024/527: NTAV
etc.

/"/JONES:
22351/426:. (2)
14885/426:. (1)
38653/426:. (1)
41666/506/. (1)

CUTS HERE

/5-4-9/MARKS: CLARENCE CTR
18308/426/. (1)

/"/SLOCU:
12746/424: 506
52724/422:. (2)
29062/513/. (1)

CUTS HERE

NEW SCHOOL

SENDS CONFIRMATIONS ON FILM REQUESTS TO:

Sch AV Co. or Sec

Sch AV Co. or Sec

CUTS UP PORTION OF HARD COPY WHICH IS SCHOOL CONFIRMATION (BY TEACHER NAME).

/12-2-3/SMITH: LEVI JR HIGH
66961/429:. (1)
23359/408:. (1)
22024/527: NTAV
etc.

---------- CUTS HERE

/"/JONES:
22351/426:. (2)
14885/426:. (1)
etc.

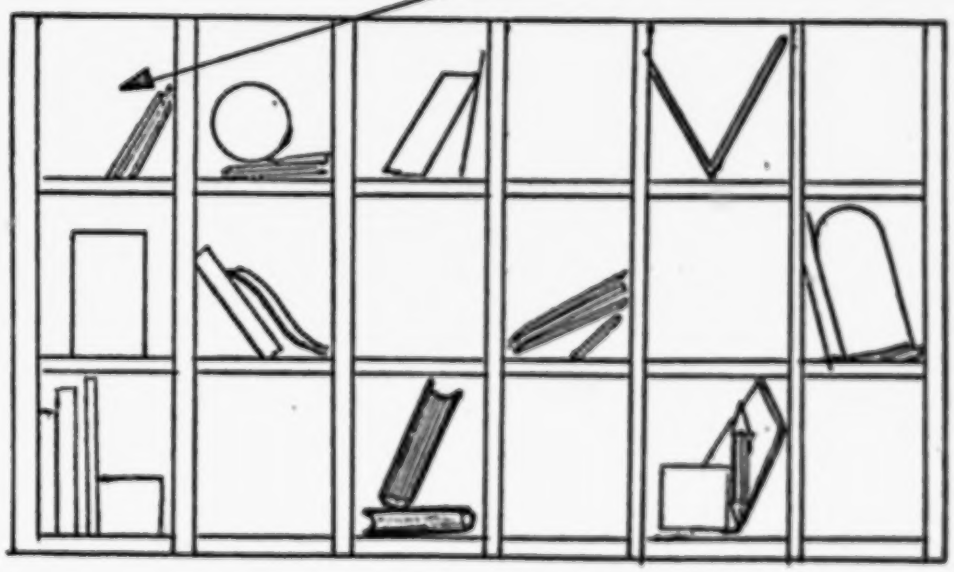
---------- CUTS HERE

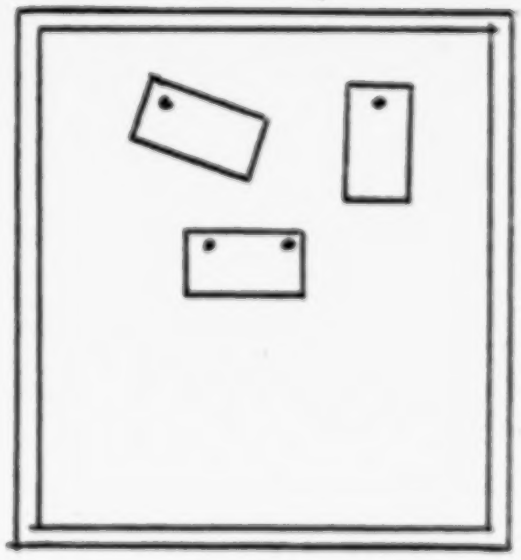
NEXT TEACHER

---------- CUTS HERE

Sch AV Co. or Sec

PLACES CONFIRMATION IN TEACHER'S MAIL BOX OR ON BULLETIN BOARD.





(T) TEACHER

MATCHES UP RETURNED CONFIRMATIONS WITH ORIGINAL REQUEST SLIPS

/12-2-3/SMITH: LEVI JR HIGH
66961/429:. (1)
23359/408:. (1)
22024/427: NTAV
etc.

I REQUEST THE FOLLOWING ITEM -

MEDIA NAME 22024

CATALOG NO.

Fred & Billy Take An Airplane Trip

TITLE

DATE DESIRED 4 | 27

TREATMENT DESIRED, Schedule -

1. Exact day
2. Alternate exact day
3. One week either way
4. Anytime within the period now being scheduled.

I REQUEST THE FOLLOWING ITEM -

MEDIA NAME 23359

CATALOG NO.

Geography of Pacific States

TITLE

DATE DESIRED

TREATMENT DESIRED, Schedule -

1. Exact day
2. Alternate exact day
3. One week either way
4. Anytime within the period now being scheduled.

I REQUEST THE FOLLOWING ITEM -

MEDIA NAME 66961

CATALOG NO.

World War I - War Years

TITLE

DATE DESIRED 4 | 29
MONTH | DAY

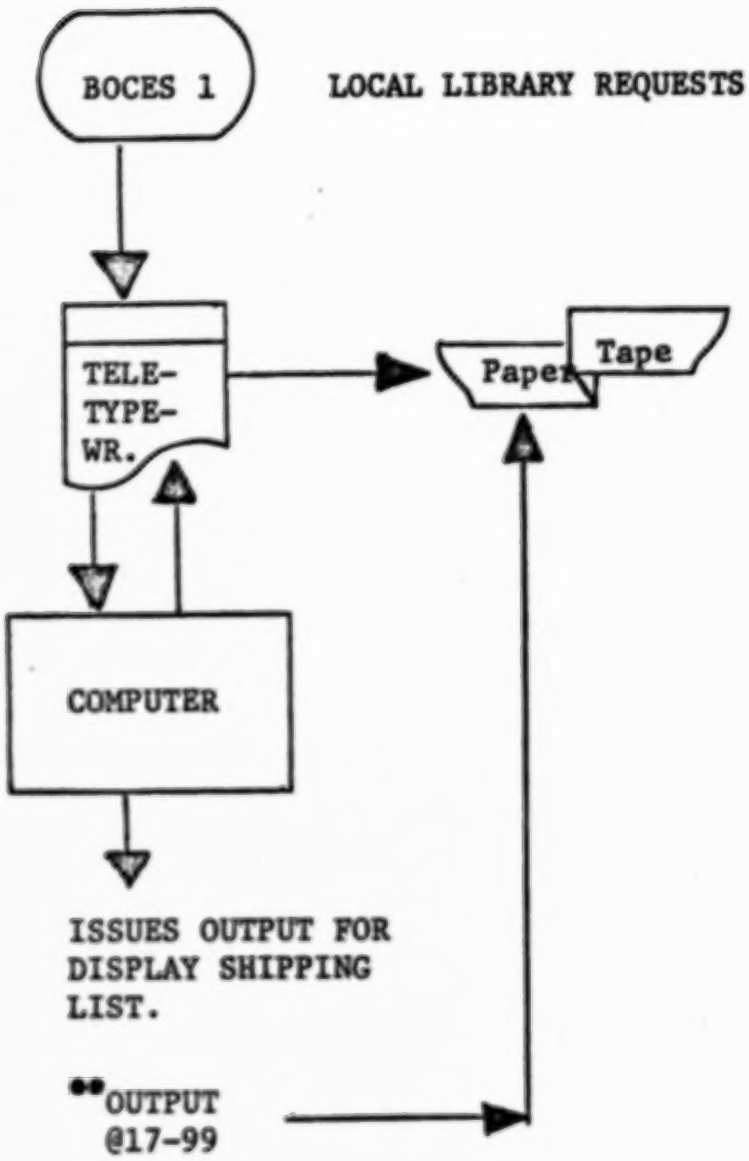
TREATMENT DESIRED, Schedule -

1. Exact day
2. Alternate exact day
3. One week either way
4. Anytime within the period now being scheduled

Levi Junior High | 12 | 2 | 3
SCHOOL NAME | SCHOOL CODE

Smith | C.B. | 162
TEACHER'S LAST NAME | INITIALS | NUMBER

LET US NOW RETURN TO:



LOCAL LIBRARY REQUESTS A SHIPPING LIST.

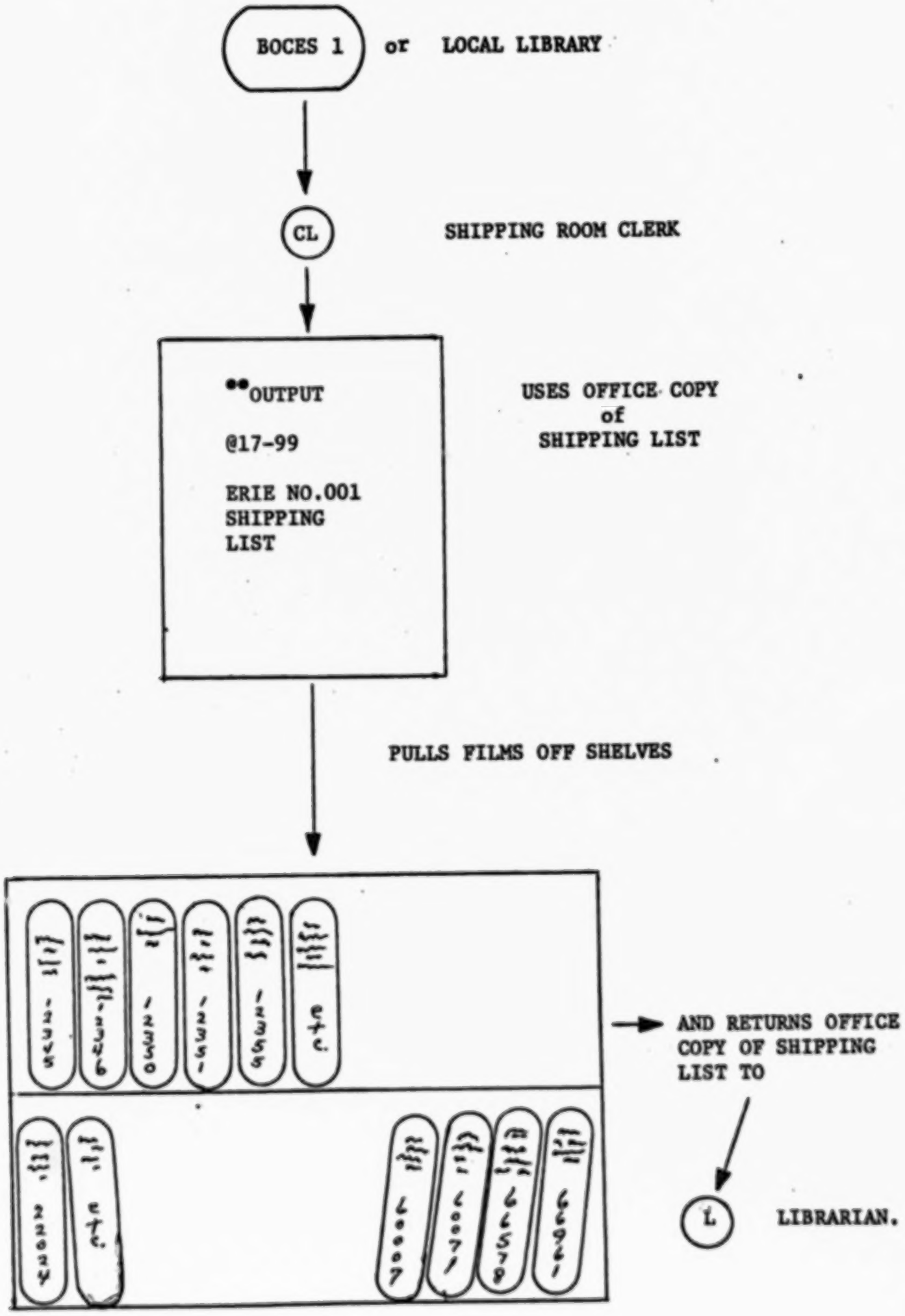
TURNS 'ON' TELETYPE PAPER TAPE PUNCH TO RECEIVE A TAPE WHICH WILL DUPLICATE SHIPPING LIST.

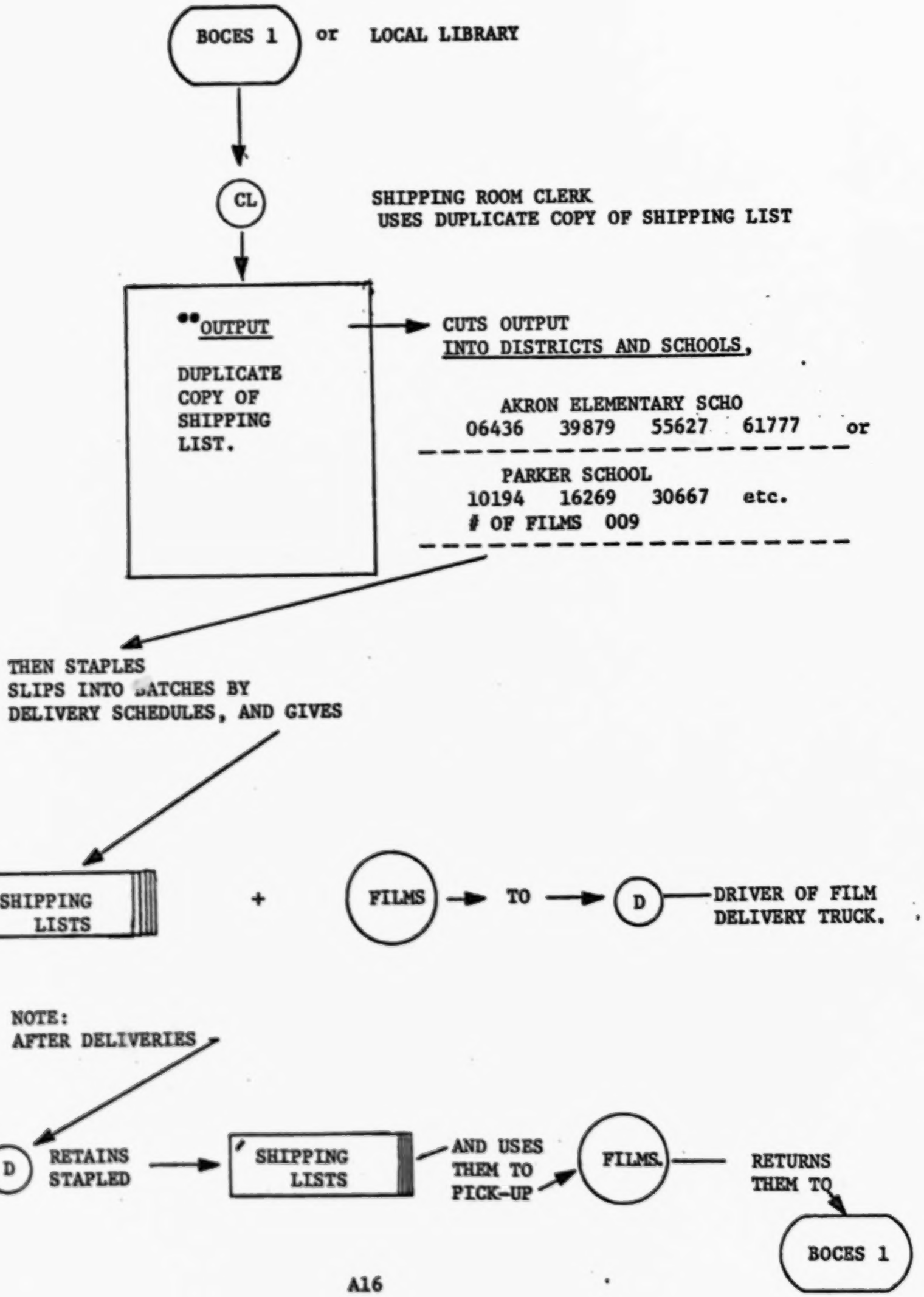
ERIE NO.-001
SHIPPING LIST

SHIP DATE = 05068 (MAY 6, 1968)

AKRON ELEMENTARY SCHO
06436 39879 55627 61777
OF FILMS 004

PARKER SCHOOL
10194 16269 30667 38099 50013 63202 63521 64471 67422
OF FILMS 009


BOCES 1
or
LOCAL LIBRARY
CL
SHIPPING ROOM CLERK
••OUTPUT
@17-99
ERIE NO.001
SHIPPING
LIST
USES OFFICE COPY
of
SHIPPING LIST
PULLS FILMS OFF SHELVES
AND RETURNS OFFICE
COPY OF SHIPPING
LIST TO
L
LIBRARIAN.


BOCES 1
or
LOCAL LIBRARY
CL
SHIPPING ROOM CLERK
USES DUPLICATE COPY OF SHIPPING LIST
OUTPUT
DUPLICATE COPY OF SHIPPING LIST.
CUTS OUTPUT
INTO DISTRICTS AND SCHOOLS,
AKRON ELEMENTARY SCHO
06436 39879 55627 61777 or
PARKER SCHOOL
10194 16269 30667 etc.
OF FILMS 009
THEN STAPLES
SLIPS INTO BATCHES BY
DELIVERY SCHEDULES, AND GIVES
SHIPPING LISTS
+
FILMS
TO
D
DRIVER OF FILM
DELIVERY TRUCK.
NOTE:
AFTER DELIVERIES
D
RETAINS STAPLED
SHIPPING LISTS
AND USES THEM TO PICK-UP
FILMS.
RETURNS THEM TO
BOCES 1

3. ORIENTATION

Network staff member(s) will visit local libraries (having membership in the Network) to:

A. Collect data, and supervise their training. The initial visit(s) will only be for observation. This will be necessary for the Network staff member(s) so that they can meet the local library's personnel, become familiar with some of their problems, participate in the actual manual operation of the library, and analyze the best method of collecting data without interrupting the local library's present routine.

B. Review, update, and record the library holdings, including titles, catalog numbers, customer numbers, print numbers, holiday and delivery schedules.

C. Explain the User's Manual, transaction codes, formats, perforation of tapes, and on-line (directly connected to the computer) processing of requests via the teletypewriter.

D. Furnish training to new employees, or additional training to other employees.

E. Evaluate progress and offer methods of improving present operation.

NOTE:

Suggestions on improving the Network operation, User's Manual, or various programs associated with the Network can be forwarded to the staff via teletypewriter or via mail to the Center for Instructional Communications, 121 College Place, Syracuse, N. Y., 13210.

All suggestions will be carefully evaluated by the staff and implemented if they contribute to increased Network efficiency.

4. SYSTEM SPECIFICATIONS

Technical papers are available which deal with exact specifications. We refer the reader to:

SFLN manual, SFLN: System-1 Specifications - Inputs and Outputs (Doc. #SD-004-0).

SFLN manual, SFLN: System-1 Specifications - Files (Doc. #SD-003-0).

5. SYSTEM REQUIREMENTS

This USER'S MANUAL covers only those system requirements necessary to establish any library as an operating member of the Network.

5.1 System Numbers

All items or materials must be identified by a sequential number before it can be scheduled or requested. Both the number and its associated title must be recorded in the computer's files. The SYSTEM NUMBER, therefore, is the computer's key to identifying these items. This number is assigned by the system personnel. Your catalog number (if you have one) could be used for your own references and a cross-reference would then be set-up with the system number for the computer's use.

5.2 Customer Numbers

Every customer/school using these items must be identified by a CUSTOMER NUMBER. These contain:

a. two digits for the general designation (school district)
b. two digits for the special designation (school building)
c. one digit for the control designation (check digit), which reduces possibilities of transpositional errors (computer generated).

5.3 Delivery Schedules

All details on customer's DELIVERY SCHEDULES must be provided. These include:

a. Regular deliveries
b. Pick-up schedules
c. School calendars
d. Holiday schedules

This information is then processed and stored in the computer's disk files.

5.4 Teletypewriter Service

Each user requires a teletypewriter to communicate with the computer. If the user already has Data-Phone service (and sharing of this facility is possible) no other equipment will be needed. If this is not available, a teletypewriter must be rented and installed.

5.5 Teletypewriter Input

Once the above requirements have been met, the user is ready to receive training from a staff member on TELETYPE INPUT.

NOTE:
Completion of these requirements (5.1 through 5.5) prepares the user for actual operation. He can, not only, order materials for specific periods; but, he can also command any other service available in the Network.

6. SERVICES AVAILABLE

There are three types of Network services available. Those that occur automatically whenever a user contacts the computer, those available on a daily-service-basis, and those available only on request.

6.1 Automatic Services

Using the teletypewriter, the user contacts the computer and receives the signal:

SU COMP CTR

the computer, then, automatically calls up the library user's records and files containing schedules and calendars. Each request is automatically scheduled (booked) and stored in these files on the original request date or on the nearest available date as specified by the customer.

Current requests are compared with previous ones. If the computer finds that two people (in the same school) have requested the same material for the same use period, it signals the local library and then issues a SHAR message. This message instructs the computer to list the second request with the first.

If the user has membership on a daily-service-basis, he can retrieve this information in the form of an OUTPUT message simply by asking the computer to provide a SHIPPING LIST.

If the material in a user's library is unavailable for a customer due to previous bookings, and the back-up library has the identical material, then the computer's program functions automatically to issue a RFER message. A manual booking will then be attempted at the back-up library.

6.2 Daily Services

The Network offers the user a variety of daily services. These services are tailored to meet the needs of the local library.

Before listing the daily services, we shall explain some of the basic computer terminology common to all of them. Each daily service contains messages having INPUT and OUTPUT. An individual message is called a TRANSACTION and contains a TRANSACTION CODE.

The message the user sends to the computer is called INPUT, while the message the computer returns to the user is called OUTPUT.

Each message is an order for a specific service. This service is called a TRANSACTION. Each transaction occurs between you and the computer and is selected by means of a transaction code number.

The TRANSACTION CODE number is a signal to the computer to call-up the specific program (ordered by the user) to handle his business (i.e., CAPTURE NORMAL BOOKINGS, ADD NEW PRINT, etc.). All like transactions can be listed under one transaction code number. As soon as this number has been entered, the computer is ready to receive the specific transaction code's format.

A FORMAT is a prescribed method of entering input (or receiving output) information. The teletypewriter instructions specify the various methods (or procedures) to use for each of the following services:

For scheduling materials for delivery to customers for specific use periods, select REQUEST NORMAL BOOKING, see page A41.

For scheduling customers for unusual dates and use periods, select REQUEST ABNORMAL BOOKING, (not yet implemented).

For notifying the computer to add a booking you made locally, in an emergency, select CAPTURE NORMAL BOOKING, see page A40.

For deleting records of a booking that a customer has decided not to take, select CANCEL BOOKING, see page A37.

* For entering recently purchased materials into the computer records, select ADD/REPLACE TITLE, see page A38.

---

* This service is generally reserved for the system personnel because they must supply abbreviated titles and system numbers for the materials.

For changing holdings, out for repair or lost; and for restoring these records, select ADD/SUBTRACT/ DISPLAY PRINTS, see page A39.

For requesting a school by school delivery list for each specific delivery date, select DISPLAY SHIPPING LIST, see page A46.

For answering telephone requests concerning when material may be available, select DISPLAY OPEN RANGES OF DATES, see page A42.

For answering requests about when material is to be expected, or who had it last, select DISPLAY BOOKED RANGES, see page A43.

NOTE:

Other transaction codes may be developed and added later. If the material from this manual is kept in a loose-leaf binder (three-ring-binder), the additional pages can be added simply by inserting them.

6.3 Requested Services

Requested services consist of:

A. Reports of material usage by title, generally for a school year.

B. Number of bookings by district, by school for a semester or a year.

C. Inventory listing which consists of a report of all the film titles and the number of prints for the requesting library.

7. GENERAL TELETYPEWRITER INSTRUCTIONS

7.1 DIRECTORY NUMBER INFORMATION

Local Library's Call Number _____

Local Library's Repair Service _____

Local Library's Assistance in Dialing _____

SYRACUSE UNIVERSITY'S Call Number 710/541-1546

Syracuse, New York - Repair Service 315/472-6641

Syracuse, New York - Assistance in Dialing 954-1212

TWX (Teletypewriter Exchange) INFORMATION 910/555-1212 TWX Information Bureau is located in St. Louis. No charge when dialing this number.

IDENTIFICATION ANSWER-BACK _____ Use 'HERE IS' key to generate automatic identification answer-back at the sending station. (Use only when in BOCES mode * (see page A23).

Example:

***EINFL-001

---

* There are two methods of communicating, (1) 'BOCES', or conversational mode; and (2) 'SU COMP CTR', or computer mode. Each has certain restrictions and/or symbols which act as specific commands to either the control center staff or to the computer.

7.2 CONTACTING THE CONTROL CENTER

Contact - Syracuse by pressing___ORIG (originate-a-call) key
and dialing___710/541-1546.

Reply - From Syracuse_____BOCES or SU COMP CTR.

7.2.1. BOCES - reply_____indicates you are in direct contact with the teletypewriter. Staff members at Syracuse can read, and reply freely to whatever you type.

BOCES - Restrictions_____'Restrictions' are specific commands for you to follow. At the end of every line:

(RT)(LF)_____ use the return (RT) and line-feed (LF) keys;

BYE_____ to signal the end of your message type 'BYE'.

_____ If Syracuse has completed their message to you, they will also type 'BYE'.

BOCES - presses_____EØT (end-of-transmission) control key.

WARNING _____NEVER USE EØT CONTROL KEY when connected to the computer

7.2.2. SU COMP CTR - reply_____indicates you are in direct contact with the computer. Follow directions outlined for transactions (see page A36, 8.4).

SU COMP CTR - Restrictions_____'Restrictions' are specific commands or symbols which act as signals to the computer. THEY MUST BE FOLLOWED EXPLICITLY.

*_____An 'ASTERISK' is a signal to the computer to ignore, and therefore not process, information.

_____Begin each line of comment with an 'ASTERISK'.

_____The comment message appears on the monitor. The staff reads it, and replies to it later.

SU COMP CTR (con't) - (XF)(RØ)(RT)(LF)

End each line with X-OFF (XF), RUBOUT (RØ), RETURN (RT), LINE-FEED (LF).

NOTE:

A series of comment statements, such as a paragraph, must begin each line with an asterisk (*), and end each line with (XF)(RØ)(RT)(LF).

(XF)

(XF) is a 'CONTROL'* character. The control key must be pressed before the (XF) key is depressed, (like shifting on a typewriter for upper case characters). If these keys are operated incorrectly they result in the letter 'S'. Since 'S' conveys nothing to the computer, you will receive an error message (see page A47, FLD OVERSIZE).

Signals the computer that your message is complete and the computer can now respond. A slight timing delay is necessary.

(RØ)

Signals the computer to pause momentarily. (RØ) always follows (XF), when you are making a tape (see page A41).

IMPORTANT: Train yourself to use (XF)(RØ) always as a unit. This will allow the computer time to receive the information you have typed, before proceeding on to the next message.

(RT)

Returns printing carriage to left margin.

(LF)

Moves paper up one line.

←

An ARROW (←) signals the computer to ignore all characters between the last (XF), or slash - up to the new (XF), following the arrow.

Next, re-enter correct characters, and follow with (XF)(RØ).

---

* CONTROL characters are non-printing, operational functions. These are located on some keytops.

@ — Signals the computer that the user has entered a specific service transaction, (i.e., @17-73 informs the computer that 'REQUEST NORMAL BOOKINGS' input follows); the computer will then schedule the subsequent requests for materials.

\- — A 'DASH' is used to separate the parts of a customer number into district, school, and check digit (i.e., 14-7-9).

/ — A 'SLASH' at the beginning of any line indicates to the computer that the data following is a customer number, such as:

/14-7-9

WARNING: If this instruction is not followed explicitly, all input for a customer will be processed against the last valid customer number which the computer encountered.

: — A 'COLON' indicates the end of a customer-identification-line, or the end of a request. It must always be followed by: (XF)(RØ).

Examples are:

/14-7-9:(XF)(RØ)

24680/921:(XF)(RØ)

/ — A 'SLASH' in the middle of a line indicates a division of a message into fields. Here, it separates the system number or user catalog number (if different), from the date requested:

24680/921:

SU COMP CTR - OPTIONAL SYMBOLS — These are not required symbols, but are provided for you to use if they are advantageous to your department's efficiency.

" — A 'DITTO' can be used to eliminate repeating data if it is identical to that previously entered within the same field area. A customer requests item 24680 for September 21 and October 14. The system

number or user catalog number (if different), in the second request, can be dittoed as follows:

/14-7-9:
24680/921:(XF)(RØ)"/1014:(XF)(RØ)

Or, if the next item were being requested for the same date, then 'DITTO' the date:

/14-7-9:
53784/921:(XF)(RØ)73966/":(XF)(RØ)

: A 'COLON', as well as marking the end of a customer identification number, or a request as mentioned above; also causes the computer to automatically issue (RT)(LF) commands to your teletypewriter. Therefore, the answers you get back from the computer, show each message and request on a new line.

This spacing not only gives a more uniform appearance to your output, but is easier to read than that consisting of solid lines.

/ A 'SLASH" at the end of a line, instead of a colon (:), eliminates the computer's automatic (RT)(LF).

NOTE:

A 'SLASH' must be used at the end of a line of input on the teletypewriter when preparing a paper tape which will later be transmitted to the computer because YOU MUST ISSUE YOUR OWN -

'/(XF)(RØ)(RT)(LF)'.

7.3 Teletypewriter Abbreviations

Abbreviations used in teletypewriter communications effect a saving in both clerical-typing-time and transmission-time associated with line charges for input and output messages. They are used chiefly in COMMENT MESSAGES. However, a few abbreviations found in COMPUTER MESSAGES are also included.

To type out "Are you having trouble?" consists of 20 characters + 3 spaces for a total of 23 strokes.

To abbreviate the same message you can reduce it to "R U HVG TBL?". This consists of 9 characters + 3 spaces for a total of 12 strokes.

The same message can be further reduced by typing "TBL?". This consists of 4 characters + '0' spaces for a total of 4 strokes.

Thus, in the first instance, you have saved 11 strokes on one small message; and in the second instance, you have saved 19 strokes on the same message.

Another message might be: "The Audio Visual Director wants to book two films from Syracuse University Film Rental Library. This consists of 81 characters + 14 spaces for a total of 95 strokes.

To abbreviate the same message you can reduce it to "AV DIR WANTS 2 FILMS BKD FROM SUFRL". This consists of 27 characters + 7 spaces for a total of 34 strokes. A saving of 61 typing strokes.

MULTIPLY THESE SAVINGS by five messages sent each week for the entire school year and you will understand the importance of language economy. THE ABBREVIATIONS DO REDUCE YOUR COSTS OF TRANSMISSION.

A word of CAUTION, however, be certain you use only those abbreviations supplied by the Network. Others can be suggested but they will first be tested by the staff to determine their feasibility for use.

The following pages contain lists of frequently-used-teletypewriter-abbreviations.

TELETYPEWRITER ABBREVIATIONS

ALT	ALTERNATE
ABEND	ABNORMAL ENDING
ALPH IN NUM	ALPHA CHARACTER IN A NUMERIC FIELD
AV CTR	AUDIO VISUAL CENTER
BKG	BOOKING
BOCES	BOARDS OF COOPERATIVE EDUCATIONAL SERVICES
BY	BUSY
CANC	CANCEL
CHK	CHECK
CIC	CENTER FOR INSTRUCTIONAL COMMUNICATIONS
COMP CTR	COMPUTING CENTER
COMP OD	COMPUTER OUT-OF-ORDER
DA	DON'T ANSWER
DBL	DOUBLE
DIR	DIRECTOR
DISC	DISCONNECT
DIST	DISTRICT
DLET	DELETE
D N H	DO NOT HAVE
DR	DOCTOR
DUP	DUPLICATE(S)
EL ED	ELEMENTARY EDUCATION
EØT	END OF TRANSMISSION (NEVER USE THIS KEY WHEN TALKING TO THE COMPUTER)
FLD OVERSIZE	FIELD OVERSIZE
FLD SKIPPED	FIELD SKIPPED
FS	FILMSTRIP
HI SCH	HIGH SCHOOL

JR HI	JUNIOR HIGH SCHOOL
LEAD'G BLANKS	LEADING BLANKS
(LF)	LINEFEED
N E ?	ANY QUESTIONS?
NOBK	NOT BOOKED
NTAV	NOT AVAILABLE
NYS DEPT	NEW YORK STATE DEPARTMENT
NU	NEW
PLS	PLEASE
PRDL	PREVIOUSLY DELETED
RFER	REFERRED TO SYRACUSE UNIVERSITY FILM RENTAL LIBRARY
(RØ)	RUBOUT
(RT)	RETURN
R U RDY?	ARE YOU READY?
R U HVG TBL?	ARE YOU HAVING TROUBLE?
SEC ED	SECONDARY EDUCATION
SCH	SCHOOL
STP	STOP
SHAR	SHARE
SU	SYRACUSE UNIVERSITY
SUFRL	SYRACUSE UNIVERSITY FILM RENTAL LIBRARY
TITLE DELETD	TITLE DELETED
TOD	TODAY
TOM	TOMORROW
TBL?	TROUBLE?
TRANS NOT IMP	TRANSACTION NOT IMPLEMENTED
UNVALID VALU	UNVALID VALUE

WD_____WITHDRAWN

WK_____WEEK

(XF)_____X-OFF

FOR FUTURE ABBREVIATIONS:

8. LIBRARY OPERATING INSTRUCTIONS

8.1 Immediate Service Instructions

There are some requests that demand an immediate reply. This type of service is referred to as emergency orders. These orders are handled by typing the information directly into the computer.

The computer must also know whether the requests are:

A. Routine ----------a request by a regular customer for a standard allowable use period; or it can also be a request for '2' or '3' booking periods, providing that ship & return days are standard for school.

B. Non-routine ------a request having one or more of the following attributes:
   1) non-standard use period,
   2) non-standard shipping date (in terms of the library's delivery schedule),
   3) non-standard return date,
   4) non-standard customer.

Before continuing, the reader is asked to review the sections on:

A. Directory Number Information----------Page A22,

B. Contacting the Control Center----------Page A23, and

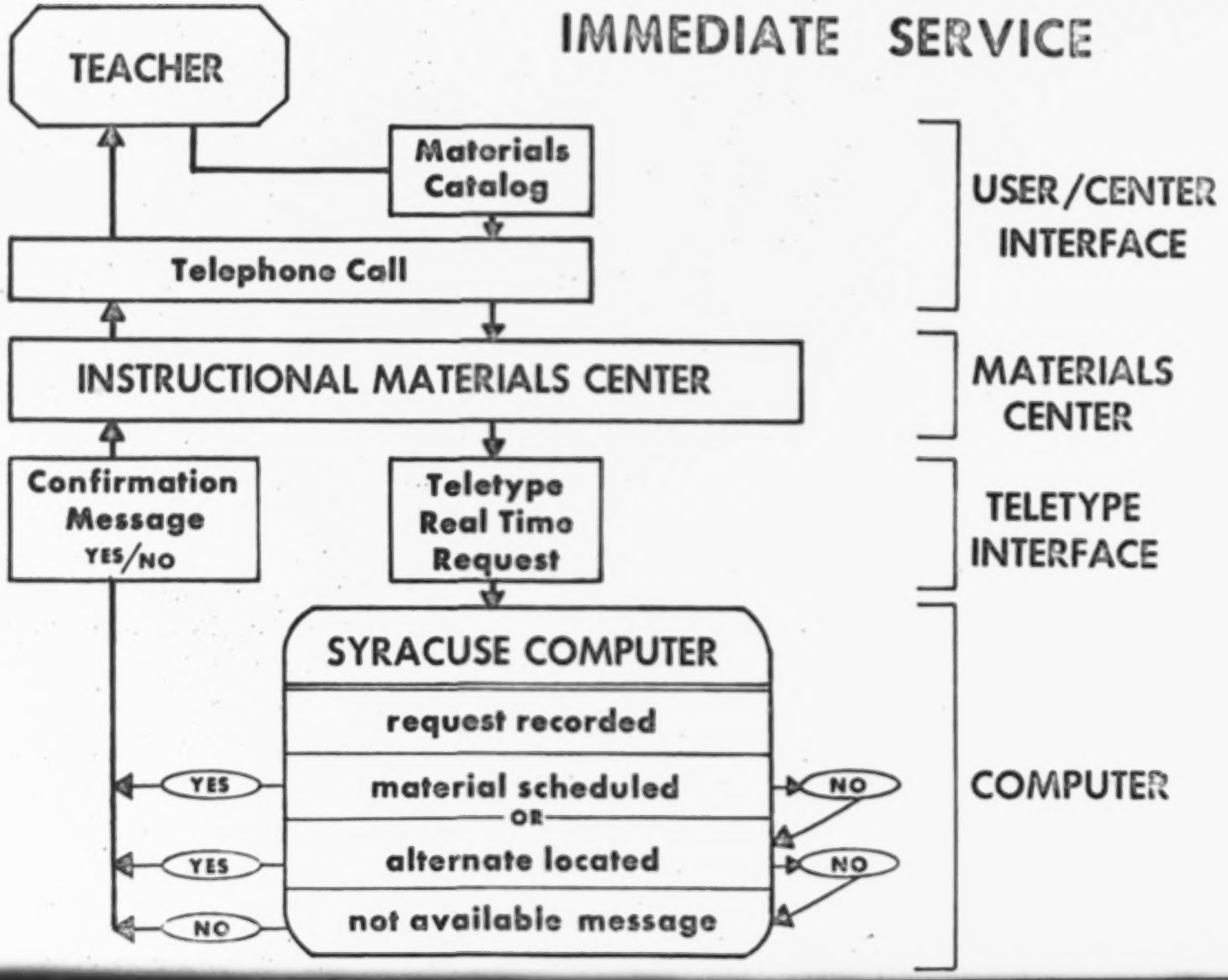
C. Daily Services----------Page A20.

Select the daily service needed, locate the page containing that transaction code, and follow the specific input format outlined.

NOTE:

See Flow Diagram for Immediate Service on-------Page A32.

Computer-based Statewide Film Library Network



A32

8.2 Advance Service Instructions

There are many orders received in advance (requests for next week, or month; cancellations of future bookings; or revisions of the inventory file records). This type of service is sometimes referred to as batched orders.

These do not require instantaneous replies, and therefore, they can be batched for preparation on paper tape. The paper tape is then fed into the tape reader, and the electronic impulses are sent over the teletypewriter lines to the computer.

Taping: Press LCL button to turn on the teletypewriter for local operation.
Press (RT)(LF) to return printing carriage to left margin, and to begin new line of typing.
Press ON button of paper tape punch unit.
Press REPT (repeat) key and (RØ) (rubout) key together to make an inch or two of leader. Do this again when ending your tape to make a tail.*

Begin each tape with a COMMENT ASTERISK, add TAPE NUMBER, and DATE. Such as: *18/9-27-68/.

* - This indicates it is a comment message,
18 - is tape number 18,
9 - in the month of September,
27 - and is the 27th. day,
68 - and the 68th. year,
/ - 'SLASH' ends that specific input field.

NOTE: Number tapes consecutively throughout the month. Start with tape '*1' at the beginning of each month.

Press CTRL (XF)(RØ)(RT)(LF).

Group transactions in batches following this sequence, where appropriate:

Deletions to the inventory,
Additions to the inventory,
Cancellations,
Requests, and
Information displays.

NOTE: COMMENTS must be inserted on a separate line. Each comment line must begin with an ASTERISK (*), and end with (XF)(RØ)(RT)(LF).

Start different transactions on a new line.

Errors if caught as soon as they are made, can be corrected by using the BK SP button (back space) on the tape

---

* A tail consists of '10' or '15' RUBOUTS (RØ). If this RUBOUT portion is not added to the end of the paper tape, the last transaction fails to feed completely through the tape reader, and its input is, therefore, incomplete.

punch unit. Count back to the character in error, including a count for each space, then punch the (RØ) key for each of these backed-up positions. This will erase the error. Proceed then to type in the correct characters.

NOTE: If there are several characters that need correcting, it is easier to use the arrow (←) (XF)(RØ), and then continue with your correct information.

END your tape with the sign off message:
END/(XF)(RØ)(RT)(LF)

Press REPT (repeat) key and (RØ) RUBOUT key together to make an inch or two of tail, then rip tape off machine.

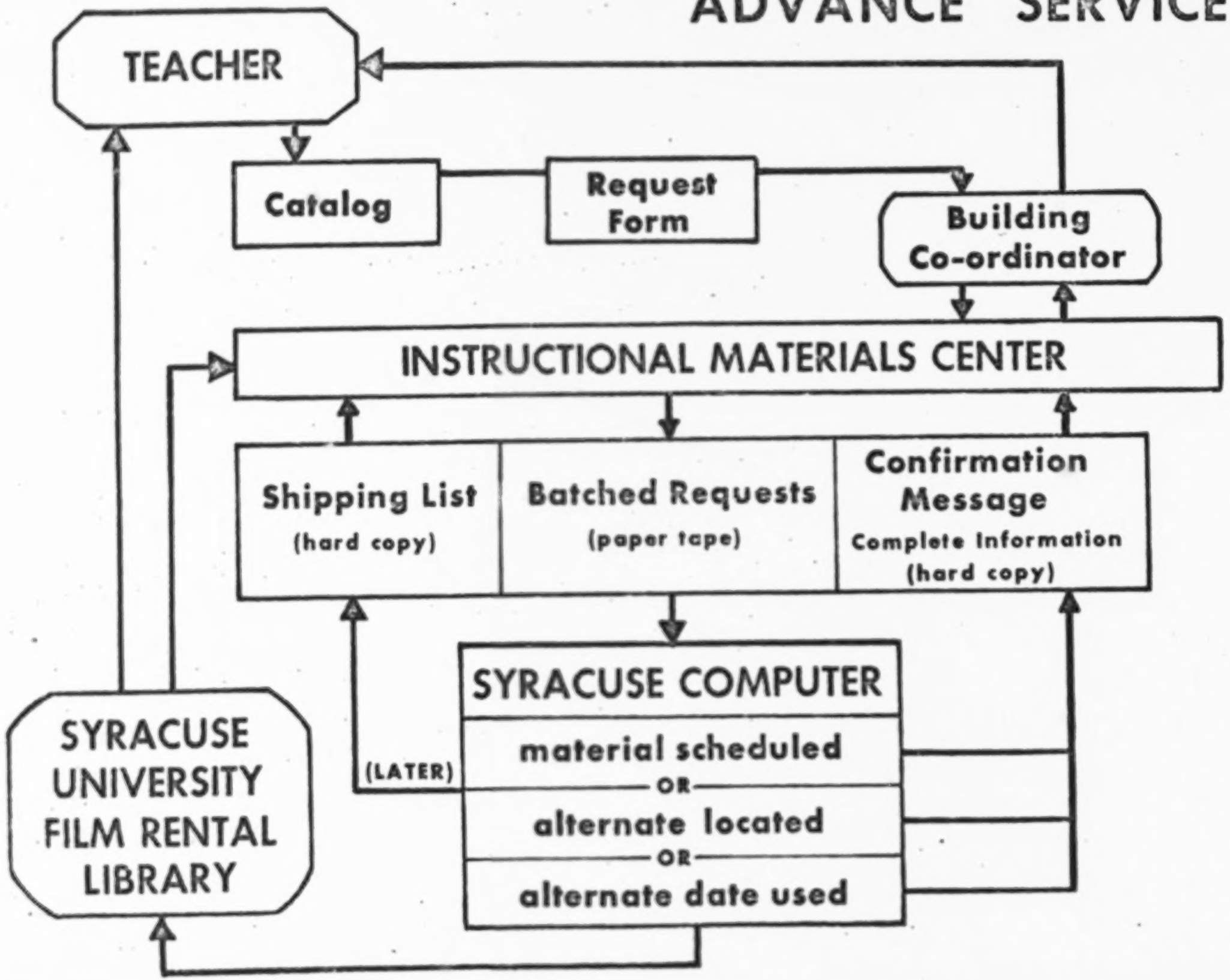
Press OFF button on paper tape punch unit.

Press CLR button to turn your teletypewriter off.

NOTE:

See Flow Diagram for Advance Service on ———Page 35.

ADVANCE SERVICE



8.3 Central Bulk Output Instructions

There are periods when reports or lengthy output lists will be needed. This information can be printed out, at the computer site, and mailed to you.

It provides a substantial saving in telephone-line-charges, depending on the volume of work to be done, and is particularly useful for multiple requests not requiring immediate answers.

Enter the transaction code number, i.e., → @17-73, and then the symbols and number identifying this type of printing option: → @@1* follow with

end-of-line delimiter. → /(XF)(R$)(RT)(LF)

A comment message can be added specifiying deadline date for delivery of material, such as:

*INFO NEEDED BY 12/05/68/(XF)(R$)(RT)(LF)

If particular request cannot be honored on this date, computer site will notify you of earliest available date for delivery.

8.4 Transaction Names and Code Numbers

Library Booking Cancellation _____ @17-12 _____ Page A37

Add/Replace Title _____ @17-31 _____ Page A38

Add/Subtract/Display Prints _____ @17-32 _____ Page A39

Capture Normal Booking _____ @17-71 _____ Page A40

Request Normal Booking _____ @17-73 _____ Page A41

Display Open Ranges _____ @17-91 _____ Page A42

Display Booked Ranges _____ @17-92 _____ Page A43

Prepare Shipping List _____ @17-95 _____ Page A44

Load KWIKBOOK _____ @17-98 _____ Page A45

Display Shipping List _____ @17-99 _____ Page A46

---

* '@@1' selects the printer, at the computing center, for output instead of the teletypewriter at the local library.

LIBRARY BOOKING CANCELLATION

INPUT FORMAT:

TRANSACTION NAME:	LIBRARY BOOKING CANCELLATION
TRANSACTION CODE:	@17-12
TRANSACTION PURPOSE:	To erase an unwanted library booking transaction.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

/CUSTM NBR/TT:(XF)(RØ)FILM NBR/USE DAY:(XF)(RØ) can continue entries, but always end line with a SLASH '/'.

/DD-SS-C/TT:(XF)(RØ)FFFFFC/MMDD:(XF)(RØ)FFFFFC/MMDD/(XF)(RØ)(RT)(LF)

EX. /3-2-1/62:(XF)(RØ)12345/110:(XF)(RØ)625/205/(XF)(RØ)(RT)(LF)

Leading 'zeros' can be dropped in any field, or subfield preceded by a SLASH, COLON, or HYPHEN.

NOTE:
It is not permissible to drop leading 'zero' on day '05' because it is preceded by month '2'.

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT:

/3-2-1/62:

12345/0110: DLET

625/0205: DLET

ADD/REPLACE TITLE

INPUT FORMAT:

TRANSACTION NAME: ADD/REPLACE TITLE
TRANSACTION CODE: @17-31
TRANSACTION PURPOSE: To add a new title to library's holdings,
or
to replace, or revise data on an existing record.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

SYSTEM NBR/CATALOG NBR/PRODUCER/NBR PRINTS/FILM TITLE/SUFRL BACKUP/ADDED OR
←18→ 0-(No) REPLACED/
1-(Yes)

FFFFFC/NNNNNN/NNN/NN/ ←18→ /N/A/(XF)(RØ)(RT)(LF)

EX. 50861/2290/400/2/GROWTH OF SEEDS/1/A/

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT:

EX. 50861/2290/400/2/GROWTH OF SEEDS/1/A/ RECORD ADDED
or
R/ REC REPLACED

ADD/SUBTRACT/DISPLAY NUMBER OF PRINTS

INPUT FORMAT:

TRANSACTION NAME:	ADD/SUBTRACT/DISPLAY NUMBER OF PRINTS
TRANSACTION CODE:	@17-32
TRANSACTION PURPOSE:	To ADD FILM PRINTS to library.
	To SUBTRACT FILM PRINTS from library.
	To DISPLAY TOTAL PRINTS in library.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

CATALOG NBR/Add/NBR PRINTS/(XF)(RØ)(RT)(LF)
or
Sub
or
Disp

NOTE:
Single request always ends with slash - '/(XF)(RØ)(RT)(LF)'

NNNNNC/A/NBR PRTS:(XF)(RØ)
S/
D/

NOTE:
Multiple listings can be typed on one line with COLON (:) between them: ':(XF)(RØ)'.

EX. 12345/A/2:(XF)(RØ)6745/S/1:(XF)(RØ) etc.

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT:

EX. 12345/ADD/2/OLD NUMBER PRTS 1, NEW PRTS 3

6745/SUB/1/OLD NUMBER PRTS 4, NEW PRTS 3

32235/DISP/: OLD NUMBER PRTS 1

CAPTURE NORMAL BOOKINGS

INPUT FORMAT:

TRANSACTION NAME: CAPTURE NORMAL BOOKING
TRANSACTION CODE: @17-71
TRANSACTION PURPOSE: To enter a library's normal bookings on its holdings, before it becomes an operational part of the Network.

NOTE: A field containing an asterisk (*) is optional.

•INPUT:

TELE-INPUT MESSAGE FORMAT: (single entry)

/CUSTMR NBR/TCHR*:(XF)(RØ)FILM NBR/BKD DATE/(XF)(RØ)(RT)(LF)

/DD-SS-C/TT*:(XF)(RØ)FFFFFC/MMDD/(XF)(RØ)(RT)(LF)

EX. /12-12-1/21:(XF)(RØ)23145/1221/(XF)(RØ)(RT)(LF)

or

TELE-INPUT MESSAGE FORMAT: (multiple entries) [CAN BE USED ONLY IF DISTRICT, SCHOOL, & TEACHER NBR. ARE IDENTICAL]

/CUSTMR NBR/TCHR*:(XF)(RØ)FILM NBR/BKD DATE:(XF)(RØ)FILM NBR/BKD DATE/(XF)(RØ)(RT)(LF)

/DD-SS-C/TT*:(XF)(RØ)FFFFFC/MMDD:(XF)(RØ)FFFFFC/MMDD/(XF)(RØ)(RT)(LF)

EX. /12-12-1/21:(XF)(RØ)23145/1221:(XF)(RØ)23145/1221/(XF)(RØ(RT)(LF)
23145/1221:(XF)(RØ)23145/1221:(XF)(RØ)23145/1221/(XF)(RØ)(RT)(LF)
54321/0107:(XF)(RØ)54321/0107/(XF)(RØ)(RT)(LF)

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT: (multiple entries)

EX.	/12-12-1/	----School district & school number
	21:	----Teacher number
	23145/1221:.	----NORMAL BOOKING AS REQUESTED (exact day)
	23145/1221/ 1223	----ALTERNATE DATE BOOKING
	23145/1221: 1219	----ALTERNATE DATE BOOKING
	23145/1221: 1225	----ALTERNATE DATE BOOKING
	23145/1221/ RFER	----REFERRED TO SYR. UNIV. FILM RENTAL LIBRARY
	54321/0107:.	----NORMAL BOOKING AS REQUESTED (exact day)
	54321/0107/ NOBK	----NOT BOOKED.

REQUEST NORMAL BOOKING

INPUT FORMAT:

TRANSACTION NAME: REQUEST NORMAL BOOKING
TRANSACTION CODE: @17-73
TRANSACTION PURPOSE: To define a routine request by a regular customer for a standard allowable use period.

* ASTERISK indicates optional input fields.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

/CUSTMR NBR/TCHR*:(XF)(RØ)FILM NBR/PREF DAY/ALT DAY*/REQ CODE*/(XF)(RØ)(RT)(LF)

/DD-SS-C/TT*:(XF)(RØ)FFFFFC/MMDD/MMDD*/RR*/(XF)(RØ)(RT)(LF)

SLASH:
Can be end of message [& end of line, if desired],

OR MULTIPLE REQUESTS CAN BE LISTED ON SAME LINE IF THEY ARE FOR THE SAME SCHOOL DISTRICT, SCHOOL NBR. & TEACHER NUMBER by using COLON (:) to separate multiple film requests.

EX. /DD-SS-C/TT:(XF)(RØ)FFFFFC/MMDD/MMDD/RR:(XF)(RØ)FFFFFC/MMDD/(XF)(RØ)(RT)(LF)

/9-1-0/62:(XF)(RØ)12345/1005/1110/10:(XF)(RØ)20468/123/(XF)(RØ)(RT)(LF)

REQUEST CODES: (Computer acts on any date or dates provided by Teacher.)

1	within one week, either way of date(s) given.
2	within two weeks, "
3	within three weeks, "
4	within four weeks, "
5	exact date only
** 10	anytime during the advance booking period for given library.
11	double booking (exact date only)
12	triple booking (exact date only)

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT:

/9-1-0/62:
62:
12345/1005/ 1110
20468/123/ RFER

** If the teacher does not provide a request code the computer assumes the library's standard booking method, i.e., varies by library - within two weeks either side of booking, or anytime within advance booking period, etc.

DISPLAY OPEN RANGES

INPUT FORMAT:

TRANSACTION NAME: DISPLAY OPEN RANGES
TRANSACTION CODE: @17-91
TRANSACTION PURPOSE: To determine the open or unbooked ranges between two dates for any given film.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

CATALOG NBR/DATE PERIOD BEGINS/DATE PERIOD ENDS/DIFFERENCE IN DAYS/
'0' or '4'

NNNNNC/1004/614/0/

EX. 12345/1004/614/0/

No ranges less than 4 days displayed.

Displays all ranges.

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT:

EX.	12345	0402	0407	(1)
		0510	0514	(1)
		0610	0614	(1)
		1004	1008	(2)

Print nbr. available.

START of open range.

END of open or 'unbooked' range.

DISPLAY BOOKED RANGES

INPUT FORMAT:

TRANSACTION NAME: DISPLAY BOOKED RANGES
TRANSACTION CODE: @17-92
TRANSACTION PURPOSE: To check computer's information where there are conflicting bookings.
(Library wants to book film on 424. Computer states 'NOBK' for library has only '1' print and it is not available for that date.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

CATALOG NBR/DATE RANGE/DATE RANGE/(XF)(RØ)(RT)(LF)
7 days before conflicting date
7 days after conflicting date

EX. NNNNNC/DDDD/DDDD/(XF)(RØ)(RT)(LF)
12456/417/501/

OR IF WANTED FOR ONE DAY ONLY

EX. NNNNNC/DDDD/DDDD/(XF)(RØ)(RT)(LF)
12456/422/422

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT:

0417 0421 15-02-5 1 (1)
0426 0430 05-07-2 1 (1) ← Relative print nbr. computer has bkd.

DISTRICT SCHOOL CHECK DIGIT

Indicates nbr. of bkgs. on films.

If > 1, indicates shared bookings.

PREPARE SHIPPING LIST

INPUT FORMAT:

TRANSACTION NAME:	PREPARE SHIPPING LIST
TRANSACTION CODE:	@17-95
TRANSACTION PURPOSE:	To notify computer to prepare a shipping list for a specific day or days.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

/DISPLAY DATE RANGE FROM/DISPLAY DATE RANGE TO:

EX. @17-95
506/506: NOTE: Exact day display only.
506/510: NOTE: Can be various date ranges.

••OUTPUT:

TELE-OUTPUT MESSAGE FORMAT:

Ex. @17-95
506/506: CALL BACK IN 3 MINUTES WITH TRAN 99 FOR SHIP LIST.

GOOD-BYE

LOAD KWIKBØØK*

INPUT FORMAT:

TRANSACTION NAME:	LOAD KWIKBØØK
TRANSACTION CODE:	@17-98
TRANSACTION PURPOSE:	To speed up tape entry (for tapes having old format(s), so that the information can be captured for statistical reports.

•INPUT:

TELE-INPUT MESSAGE FORMAT:

@17-70 (CAPTURE NORMAL BOOKING, old format). FOLLOW WITH:

@17-98(XF)LOAD KWIKBØØK(XF)(RØ)(RT)(LF)

NOTE:
Library must enter these two transaction codes each time it calls the computer control center.

If old tapes contain other transaction codes than (@17-70) CAPTURE NORMAL BOOKING, old format; it must stop the tape reader, and re-enter:

@17-98 again, and follow with new transaction code number

@17-12 (LIBRARY BOOKING CANCELLATION)

IF COMPUTER ISSUES MESSAGE "MODULE NOT FOUND", re-enter

@17-70 and proceed on with tape entry.

••OUTPUT: NONE

---

* KWIKBØØK IS TO BE USED ONLY WHEN NONE of the bookings on the tape AFFECT CURRENT BOOKINGS (i.e., requests on the tape are prior to today's date). The purpose of this service is to capture old information for our statistical reports.

DISPLAY SHIPPING LIST

INPUT FORMAT:

TRANSACTION NAME:	DISPLAY SHIPPING LIST
TRANSACTION CODE:	@17-99
TRANSACTION PURPOSE:	To display a shipping list for library, by day, district, school, teacher (if given), and film number.

NOTE:
This transaction code is always preceded by the transaction name 'PREPARE SHIPPING LIST', and the transaction code '@17-95', see page A44.

WAIT '3' minutes, then call back SU COMPUTING CENTER, and enter:

•INPUT:

TELE-INPUT MESSAGE FORMAT:

@17-99(XF)

NOTE:
For copies of this shipping list press TAPE PUNCH "ON", and use tape to make copies locally.

••OUTPUT:

@17-99
ERIE NO.-001
SHIPPING LIST

SHIP DATE = 05068

AKRON ELEMENTARY SCHO
06436 39879 55627 61777
OF FILMS 004

PARKER SCHOOL
10194 16269 30667 38099 50013 63202 63521 64471 67422
OF FILMS 009

9. HOW TO INTERPRET COMPUTER MESSAGES:

9.1 Concerning Common Errors in Teletypewriting

NOTE: All entries followed by a word message are rejected, and must be corrected, and entered the same day.

CHECK DIGIT — Means that some digit in the number is incorrect. Check your list of school codes. If an error occurs in the check digit for the customer number, then an error message (CHECK DIGIT) will appear beside each film number following that customer number. This error message will continue until either the next valid customer number is listed, or the transaction code changes.

However, a CHECK DIGIT error can appear beside an individual film number (if there is an error in its check digit).

FLD SKIPPED — Means some field of information has been omitted. Re-enter the line with either the missing data, or an end of field marker: '/', or ':'.

FLD OVERSIZE — Means that some field entry is too long to be the correct information; or that an (XF) has been omitted.

It can also indicate that the 'CONTROL' and (XF) keys have been operated incorrectly. This results in printing the letter 'S'. Press 'CONTROL' key first (like shifting on a typewriter for upper-case characters), and then press (XF) key.

Re-enter the line checking to assure correct data, (XF)(RØ), etc.

FILM NOT FND — Means that the film number, being requested, is not recorded in the Syracuse computer's film-file for the BOCES (local) library.

Enter new titles and prints by calling - 710/541-1546.

TRANS NOT IMP — Means that the transaction has not been implemented; or what was sent or received was ignored. This is the message you want to see, particularly if you typed an error and 'X'ed it OFF.

Re-enter the corrected message.

ALPH IN NUM — Means that there is an alpha-character in a numeric field, and that the error has been caught. It also means that the whole message has been rejected. Re-enter the message.

9.2 Concerning Scheduling and Bookkeeping

@17-71 and @17-73	CAPTURE NORMAL BKG. & REQUEST NORMAL BKG.
. (Period)	Material was booked for date requested; Confirmation of the scheduling is indicated; Shipping list entry has been made; and Statistical record has been made.
SHAR (1)	Film was previously requested by another teacher, so it can be shared. Film request booked on print #1.
(2)	Booked on print #2, etc.
12345/401: 406 406 ———	Output from a transaction input message (from :). This output indicates that an alternate date has been selected which is the closest available date, to the date requested by the teacher.
406 SHAR (1)	The alternate date is a date when that material was previously booked by another teacher (in the same school), and so must be shared on that date. (Booked on a specific print number.)
NOBK	The BOCES (local library) material is completely booked for use to other schools and SUFRL does not have back-up on this film.
RFER	The BOCES prints of this film are completely booked, but a print from Syracuse MAY be available. A confirming message will follow within 24 hrs.
@17-12	LIBRARY BOOKING CANCELLATION
DLET	The booking was removed from the records.
NODL	The booking was never recorded.
PRDL	The booking was deleted previously.
TITLE DLETD	The film title was removed from the records.
LEAD'G BLANKS	Computer indicating that no message was typed within 26 seconds.
NTAV	SUFRL'S film completely booked. Not available.
@17-31 and @17-32	RECORD ADDED
RECORD ADDED	The title has been added to the inventory records.
RECORD REPLACED	Title replaced with new information.

9.3 Concerning Output Format*

```
CØ      SU COMP CTR

        ***EINFL-001                    Library identification.
        *35/522/68/                     Comment statement [tape number & date made].

        @17-71                          Service requested [Capture records of
                                            bookings made locally].

        /16-3-7:
        42799/527:.  (1)

        /14-4-6:                        Customer identification [District 14,
        68034/607:   NOBK                   School #4, check digit].
                                        No booking available message.

CØ      0603 0607 02-03-5  1  (1)
CØ      0603 0607 02-02-4  1  (2)       Bookings on the 2 prints owned by that
CØ      0610 0614 06-03-9  1  (1)           library for the period requested.
CØ      0613 0617 16-09-3  1  (2)

        /9-3-2:                         Next customer.
        7812/605:.   (1)                Film request booked [on print 1].
        7820/605:.   (2)                Film request booked [on print 2].

        @17-73                          New service request [Computer scheduling
        /5-7-2:                             of requests].
        66751/528:   SHAR  (3)          Film previously requested by another
                                            teacher for this period [so share
                                            print #3 when it arrives].

        /5-5-0:
        38132/613:  RFER MARINE LIFE    Film not free (NOBK) in local library, so
        35407/613:.  (1)                    request is referred to Syracuse
                                            University Film Rental Library.

        /16-9-3:
        18350/528:.  (1)
        18491/528:.  (1)
        24634/528:.  (1)
        31102/528:   0604  (1)          Not available on requested date but booked
        38560/528:.  (1)                    for next available delivery.
        41919/604:.  (1)

        *RUNNING TIME - 1 MIN           Library records elapsed time for trans-
                                            mitting tape to Computing Ctr.
        END/
                                        Control word + slash, needed to notify
                                            the computer that the library has
                                            completed their input on this tape.
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* Any information on a line following a COLON (:) is a computer message. Any line preceded by 'CØ' indicates that the line was printed by the computer. Any line <u>minus</u> the 'CØ' indicates that the information was typed in by the user.

10. ORDERS NOT HANDLED BY THE NETWORK

The following materials will continue to be the responsibility of the local library:

A. Preview materials,
B. Special (restricted-use) materials, and
C. Borrowed (district-owned) materials.

The Network is designed to provide services needed by the member centers. However, until additional funds are provided for more intricate programming, and/or extra services are demanded by the local libraries, all bookkeeping necessary for these records will continue to be done by the local library.

The local library does not enter (into the computer's inventory-file) any material that it wishes to retain control over, such as:

A. Special-content-materials, and
B. Restricted-circulation-materials.

NOTE:
It is imperative that you keep your inventory up-to-date. Failure to update the current number of duplicates of materials (with the proper transaction code) will result in either scheduling a copy which you do not have, or not scheduling a copy which you do have. In addition, new materials should be entered immediately into the system by notifying the system manager.

It is, therefore, VERY IMPORTANT that you KEEP YOUR INVENTORY CURRENT.

11. NETWORK TIME SCHEDULES

EMERGENCY, or SHORT, requests can be made between the hours of 9 a.m., and 4 p.m.

After 4 p.m., BATCH BOOKINGS can be made. Each library (during the day) makes a perforated tape which lists all of the day's transactions.

This tape is then mounted on the teletypewriter's tape reader.

If a shipping list is required for the next day, the <u>last two</u> transactions (on the input tape) should be:

A. PREPARE SHIPPING LIST @17-95, and
B. DISPLAY SHIPPING LIST @17-99.

The computer will then call each library, and turn on their tape reader. If a tape has been mounted on it, the information is read and processed. The computer then returns OUTPUT INFORMATION before proceeding on to another library.

If the library called has no tape on the tape reader, the computer bypasses that library, and proceeds on to the next library scheduled.

<u>NOTE</u>:

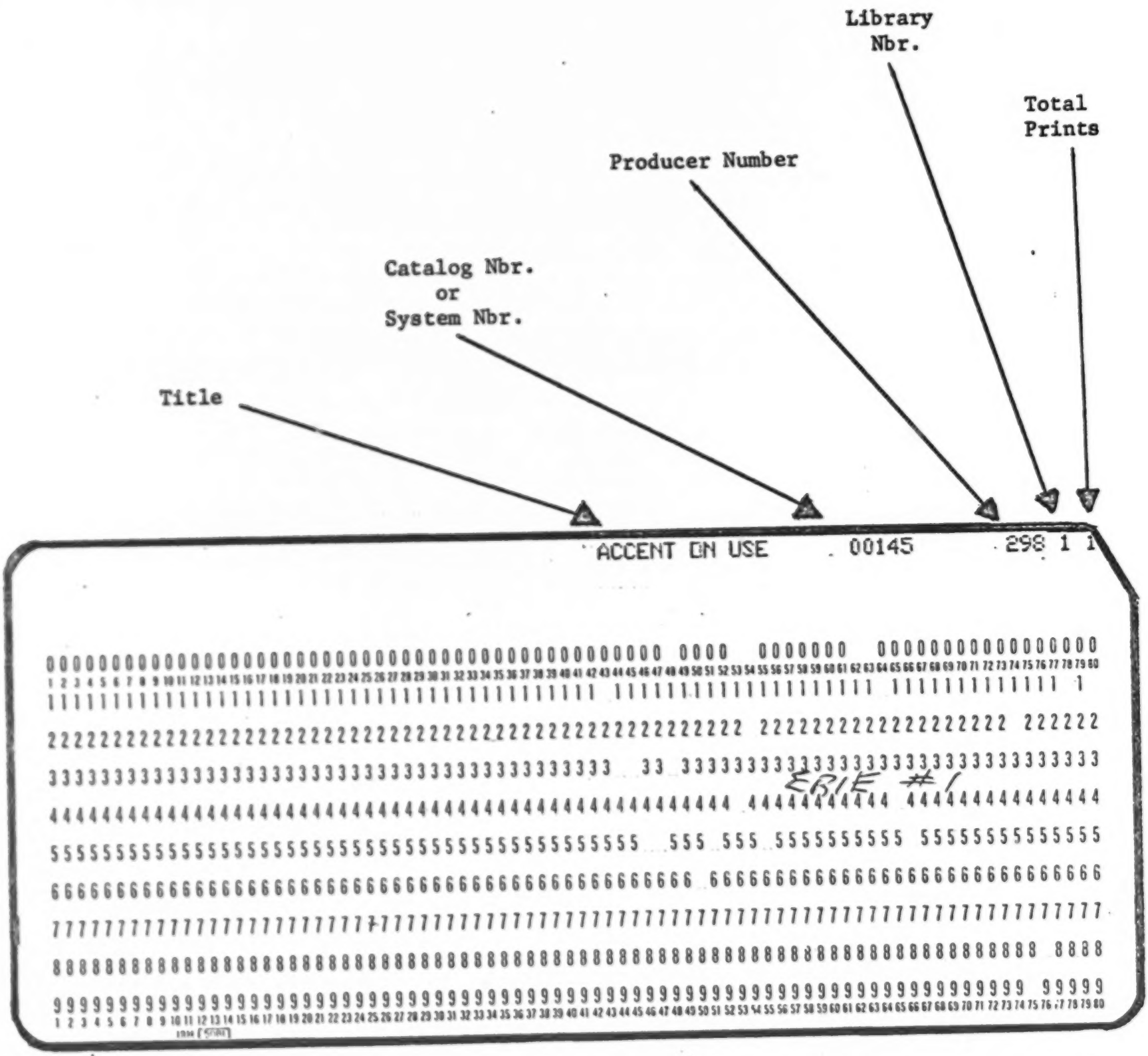
The tele-communications system does not yet have the Auto-Call feature which is needed for the computer to call the libraries.

During the project the libraries had to call the computer in order to send their batched bookings, and also to receive their shipping lists.

The Auto-Call feature will be added to the system when it becomes economically feasible.

APPENDIX B

INVENTORY CARD



BOOKING GRID – ERIE #1

WEEKS 1 TO 42

AMER LIT COLONIAL	01380	12238	300 1
AMER LIT EARLY NAT	01400	12239	300 1
AMER LIT EARLY NAT	01400	12239	300 2
AMER LIT REALISTS	01420	12240	300 1
AMER LIT REALISTS	01420	12240	300 2
AMER LIT REVOLUTNR	01440	12241	300 1
AMER LIT REVOLUTNR	01440	12241	300 2
AMER REV BACKGRND	01520	12242	300 1

WEEKS 1 TO 42

AMER REV BACKGRND	01520	12242	300 2
AMER REV POSTWAR P	01540	12243	300 1
AMER REV POSTWAR P	01540	12243	300 2
AMER REV WAR YEARS	01560	12244	300 1
AMER REV WAR YEARS	01560	12244	300 2
AMERICAN ROAD	01569		242 1
AMMONIA	01640	23489	300 1
ANALYTICAL GAL WHO	01727		400 1

WEEKS 1 TO 42

ANALYTL GAL FARE	01720		400 1
ANALYZING READNG 2	01730	25699	110 1
ANATOMY OF A GROUP	01738		059 1
ANCIENT EGYPT	01740	10343	300 1
ANCIENT EGYPT	01740	10343	300 2
ANCIENT EGYPTIAN	01750	34860	061 1
ANCIENT GRFECE	01760	10211	300 1
ANCIENT GREECE	01760	10211	300 2

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